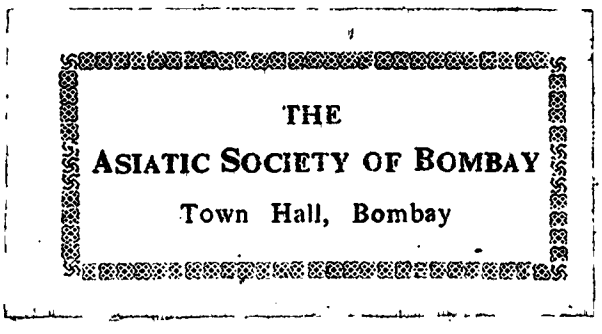

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ARMY REGULATIONS, INDIA.

VOLUME II.—PART II.

DISCIPLINE.

ARMY CIRCULAR.

MILITARY DEPARTMENT.

Simla, 31st October 1886.

Military Department.
Regulations.

Clause 160.

Revised Code of Regulations for the Discipline of the Army in India.

The Government of India have sanctioned the publication of a revised Code of regulations and orders for the Army in India, entitled "Army Regulations, India, Volume II—Discipline."

The Bengal, Madras, and Bombay Army Regulations are cancelled accordingly.

The usual distribution of copies will be made under the orders of the Commander-in-Chief in India through the Superintendent of Government Printing, Calcutta.

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SECTION XIII.—LEAVE OF ABSENCE AND FURLOUGH.

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II.—Leave to Foreign Territories.
III.—Leave to study the Native Languages.
IV.—Privilege and Temporary Leave.
V.—British Service.
VI.—Indian Service.
VII.—Warrant Officers, Non-Commissioned Officers and Soldiers.
VIII.—Native Officers and Soldiers, &c.

I.—General Regulations.

1546. Leave on private affairs can only be taken, in Bengal, between the 15th of April and the 15th of October; in Madras, from the 1st of April and 3rd of September; and in Bombay, between the 1st of March and 1st of November, except under special circumstances to be detailed by the applicant (confidentially if preferred), and of the urgency of which transmitting authorities are satisfied. This restriction, however, does not refer to the rules regulating the grant of temporary leave, or to the exception in paragraph 1588. Period when leave may be granted.

1547. Leave on private affairs, except under special circumstances, is not to be granted to newly-appointed staff (except general officers commanding divisions, districts and brigades, and regimental officers until they have completed ten months' service in their appointments. Any time passed in the performance of cognate duties will reckon as part of the ten months, provided the service has been continuous. In cases where officers have been officiating in appointments in which they are subsequently confirmed, their service will be held to have commenced with their officiating appointments. Leave to newly-appointed officers.

Probationers for the staff corps are not to be granted any leave during the first ten months of their service with a native regiment, except to study the native languages or on urgent grounds. In Madras, applications for leave of *any* description, except station leave, from officers who are probationers for the staff corps, are to be made out on India Army Form No. 24 and forwarded to the adjutant-general.

1548. Applications from officers of the Indian service, and from officers of the British service on staff or detached employ, for leave in India, either on medical certificate or on private affairs, are to be made on India Army Form No. 24 and forwarded to the adjutant-general. Form of application for leave in India.

I.—General Regulations—*contd.*

Information accompany applications from staff officers.

1549. In submitting applications for leave from staff, regimental, army, or departmental officers, the transmitting officers are to state whether proper provision has been made for the discharge of the applicant's duties; and the name of the officer appointed to act is also to be specified. When an officer under the orders of the commander-in-chief is selected to perform the duties of a departmental officer proceeding on privilege leave, the application is to show that the general officer in local command approves of the proposed arrangement.

Leave on account of indisposition of family.

1550. Applications for leave on account of the indisposition of a member of an officer's family are to be supported by certificates under the signature of a medical officer, showing the necessity for the grant of the leave applied for.

Applications for leave on urgent private affairs.

1551. Officers desirous of obtaining furlough or leave on urgent private affairs, who may not be entitled to ordinary furlough or leave, or who cannot obtain it owing to the exigencies of the service, are to transmit with their applications (confidentially if necessary) a statement, on honor, of the circumstances which induce them to apply.

Applications must be sent in time for orders to be received.

1552. All applications for leave must be despatched as prescribed in these regulations in time to admit of the order granting the leave being received by the applicants before quitting their regiments or stations, after giving a margin for the contingency of explanations or deficient documents being called for. When applications for leave are placed before transmitting authorities, they are to cause the date of commencement of the same to be altered, if it appears to them that a sufficient allowance of time has not been made.

Channel for applications for leave of absence.

1553. Applications for leave of absence are to be made as follows:—

General officers.

(*a*) Applications from general officers in command are to be forwarded to the adjutant-general for submission to the commander-in-chief and government.

Army staff.

(*b*) Applications from officers of the adjutant-general's, quarter-master-general's, and judge-advocate-general's departments; from garrison instructors and first or second class station staff officers; are to be forwarded to general officers in local command, and by them to the heads of these departments for submission to the commander-in-chief by the adjutant-general.

Ordnance and commissariat departments.

(*c*) Applications from officers of the commissariat and other departments under the government are to contain the consent of the deputy commissary-general of the circle or heads of departments concerned, who will, in the case of privilege leave, forward the application to the general officer in local command, and for general leave to the secretary to government in the military department.

Applications from officers of the ordnance department for privilege leave will be forwarded to the head of the department by inspectors-general of circles, and for general leave,

I.—General Regulations—*contd.*

to the same source for transmission to government. In the cases of officers recommended by medical boards to proceed on leave in anticipation of sanction, the *local* head of the department will at once forward the proceedings to the general officer in command, who is empowered to permit the officer to proceed. A note of such permission having been accorded is to be made on the application.

In Madras, applications for general and privilege leave, or furlough from executive officers of the ordnance and commissariat departments, will contain the consent of the general officer in local command to their applying for the same; and in the cases of general or privilege leave, that he sanctions the arrangements made for carrying on their duties during absence. The application will then be forwarded to the head of the department, in the case of privilege leave for final sanction, of general leave in India for submission direct to government, and of furlough for submission to government through the commander-in-chief (adjutant-general's department).

(*d*) Applications from administrative medical officers are to be forwarded by general officers in local command to the surgeons-general, British or Indian forces (as the case may be), who will forward them to the adjutant-general for the orders of the commander-in-chief, if the application is for leave within Indian limits; or for transmission to government, if the leave is required out of India. Administrative medical officers.

(*e*) Applications from medical officers for leave of absence will be forwarded through commanding officers to deputy surgeons-general, by whom they will be submitted to general officers commanding divisions and districts, for disposal in cases where the leave can be granted by them; or for transmission to the surgeon-general, Her Majesty's forces, by whom they will be forwarded to the adjutant-general if the leave requires the sanction of the commander-in-chief. Deputy surgeons-general are responsible that a sufficiency of medical officers, both for ordinary necessities and emergencies, are retained for duty. Applications for temporary leave must also have the approval of deputy surgeons-general. Medical officers.

(*f*) Applications from veterinary surgeons for leave of absence will be forwarded through commanding officers to inspecting veterinary surgeons of circles, by whom they will be submitted to general officers commanding divisions and districts, for disposal when the leave can be granted by them. When the leave requires the sanction of the commander-in-chief, the applications will, in Bengal, be transmitted to the principal veterinary surgeon in India, by whom they will be forwarded to the adjutant-general; in Madras and Bombay, they will be submitted direct to the adjutant-general by the inspecting Veterinary surgeons.

veterinary surgeon. Inspecting veterinary surgeons are responsible that sufficient veterinary surgeons for ordinary necessities and emergencies are retained for duty. Applications for temporary leave must also have the approval of inspecting veterinary surgeons.

Royal artillery.

(*g*) Applications for general leave, whether on private affairs or medical certificate, from officers of the royal artillery commanding royal artillery divisions and districts, as also from officers on regimental staff employ, are to be forwarded by transmitting authorities to the deputy adjutant-general, or assistant adjutant-general, royal artillery.

Military accounts department.

(*h*) Applications from officers of the military accounts department are to be submitted to the controller of military accounts for sanction in the case of privilege leave, and for transmission to the secretary to government, military department, in the case of general leave.

Army remount department.

(*i*) Officers of the army remount department obtain privilege leave from the director of army remount operations, and general leave from the military department.

Officers, sappers and miners.

(*j*) Applications from officers commanding detached companies of sappers and miners are to be submitted, countersigned by the officer commanding the regiment at headquarters, through the station and divisional authorities under whom they may be at the time actually serving.

Superintendent, army schools, Hindustani examiner, &c.

(*k*) The agent for remounts, the superintendent of army schools, the secretary and examiner in Hindustani, staff officer and superintendent of details, Fort St. George, apply to the adjutant-general.

Leave in anticipation not to be granted without special reasons.

1554. When the sanction of the commander-in-chief is required, officers commanding divisions, districts, brigades, and stations can only grant leave of absence in anticipation of sanction, in the cases contemplated by the regulations, *i.e.*, under a medical certificate, or on private affairs on occasions *of very urgent* necessity. In the former case the indulgence is to be certified to by the medical committee as being absolutely necessary, the concurrence of the deputy surgeon-general being also obtained; in either case the application for leave is to be at once forwarded to the adjutant-general, with a note thereon that anticipatory sanction has been accorded, and, in the event of the officer proceeding to England, that he was duly furnished with triplicate copies of the local order authorising his departure.

In all other cases where the sanction of the commander-in-chief is required, officers recommended to proceed on leave on medical certificate are to remain at their stations until their leave has been formally sanctioned.

Officers not to leave until inspection is over.

1555. Officers allowed leave in India on private affairs during the hot season are not to quit their batteries or regiments until the inspection

1.—General Regulations—*contd.*

of their corps shall have been completed. Special cases may, however, be referred for the commander-in-chief's consideration.

Public works department officers to report leave granted to them.

1556. An officer of the public works department, conducting executive duties in a military station, will, on obtaining leave or furlough from his departmental superior, submit a copy of the authority for his leave and furlough to the officer commanding the station, with an official intimation of the date on which he purposes to avail himself of it.

Extensions will only be granted in urgent cases.

1557. No application for an extension of leave will be complied with, excepting in certified cases of sickness, or of urgent private affairs arising from causes which could not be foreseen at the period when leave was originally applied for; and every officer who does not join by the termination of the leave granted will be returned as absent without leave.

Information required in applications for extension.

1558. When an officer is compelled by unavoidable circumstances to exceed the leave granted him, he must state in his application for an extension the order or rule under the authority of which he may be absent, and the period for which his original leave was granted, and submit a statement of the causes which have precluded his rejoining within the proper period.

Applications to go through commanding officer.

1559. Except in cases of certified sickness, not admitting of delay, no application for an extension of leave will be attended to which is not received through the commanding officer of the corps, or the head of the department to which applicant belongs. This rule also applies to the case of officers returning from leave or furlough out of India or Europe.

Officers placed on duty when on leave.

1560. Officers of the staff corps and Indian army (those under the furlough regulations of 1875 excepted), who, whilst on leave, may be ordered on any duty, will report the period of such employment (vouched by copies in duplicate of the orders appointing them to, and relieving them of, such duty) to the adjutant-general, through the prescribed channel. When an officer of a British regiment is employed, while on leave, in the manner above indicated, a copy of the order or certificate should accompany the regimental pay abstract, but no report to the adjutant general is required. Whenever it may become necessary to detail officers who are on leave at hill stations, for duty on courts or committees, the selection should be limited, when practicable, to officers whose leave will extend over the period during which the duty may reasonably be expected to last. When unemployed officers on leave are available, regimental officers are not to be detailed for these duties.

Officers not to be placed on duty to save their overstaying leave.

1561. Officers in command are not to comply with the applications of officers absent on leave, to be employed on any duty which may afford them a plea for evading the regulations by which their allowances would become forfeited, owing to their inability to reach their destination at the termination of the period of leave granted to them.

Officers who cannot rejoin on being ordered to.

1562. Officers ordered to rejoin from leave of absence, who may be prevented from doing so by any unavoidable necessity, are to give due notice thereof to the officer in command of the corps, or to the head of the department to which they belong.

I.—General Regulations—*contd.*

Cancelment of unexpired portions of leave.

1563. Applications are not to be made to the adjutant-general's office for the cancelment of unexpired portions of leave. In the case of furlough, the report (para. 1644) of an officer's arrival in India virtually cancels all unexpired portions of such furlough. Officers rejoining from leave before its expiry or from furlough in India (whether such furlough has expired or not) will report the date of their return to duty, and transmitting authorities will certify to the accuracy of such reports, and forward them, in Bengal, to the adjutant-general for transmission to the military department, in Madras and Bombay, these reports will be sent to the adjutant-general and not transmitted to government. In the case of officers of the British army, the dates of return from leave as entered in the muster-rolls and monthly returns will suffice for all purposes.

Dates of departure on, and arrival from, leave to be noted in the muster-rolls.

1564. The dates on which an officer proceeds on, and rejoins from, leave of absence of all kinds, excepting temporary leave granted under paras. 1599, 1600, are to be entered opposite his name in the muster-rolls and monthly returns of the corps to which he belongs.

Procedure when an officer requires a change of climate.

1565. The procedure to be observed when an officer requires a change of climate is detailed in Army Regulations, India, volume VI, "medical."

Officers stationed at a distance from standing medical boards.

1566. Officers quartered at a distance from any standing medical board may be given leave of absence on the certificate of an executive medical officer; but on arrival at a station where a medical board may be formed, they will at once report to the staff officer of the station, and take measures for appearing before it.

Reports to be sent to general officers commanding.

1567. The decision of the medical board will be forwarded as directed in volume VI, Army Regulations, India. The officer commanding the division or district is empowered to require officers to alter their routes should the medical board consider the destination assigned by the executive medical officer objectionable, or to remand them to their corps, if it appears that leave has been granted on insufficient grounds. A report of the course adopted in either case is to be made to the adjutant-general's office accompanied by the proceedings of the medical board.

Officers who have passed medical board to make over command.

1568. An officer who has passed a medical board must make over command or the duties of his staff appointment on the day he is pronounced unfit for duty and recommended for leave, if he has not already done so under the regulations contained in articles 282, 353, 384, Army Regulations, India, volume I, part I.

Action of officers who have appeared before medical boards.

1569. Officers recommended by medical boards for additional leave are to forward their applications for the same through the regular channel. Those not so recommended will, on intimation from the president of the board, proceed to join their respective regiments or appointments, and should they not be able to rejoin within the period of their original leave, leave of absence to cover the period necessary for journey will be granted on the receipt of a report of their having reached their destination.

1570. Officers on leave on medical certificate are prohibited from appearing at places of public resort and amusement without previous sanction from the proper medical authority. Conduct of officers on sick leave.

II.—Leave to Foreign Territories.

1571. Officers are prohibited from visiting countries beyond the frontiers of India, on furlough or leave, without special permission. Applications for furlough or leave to foreign territories, not provided for in the following paragraphs, are to be accompanied by a separate letter applying for the special permission necessary. This restriction does not apply to native states within the limits of India, but when officers travelling in such states move off the main lines of road, they must in all cases send intimation to the political agent, or other officers through whom correspondence with the native state is usually conducted. Application to visit foreign territories.

1572. All officers before proceeding into Khelat territory, whether on duty or otherwise, must intimate their intention to the political officer with His Highness the Khan, in view to such arrangements as may be necessary being made for their protection, and for their being furnished with guides and supplies, without which no officer should start. Special rules for Khelat.

No officer in military employ, whether under the commander-in-chief or under government, is permitted to proceed on leave to Kashmir unless in possession of a pass (India Army Form No. 65), for which application will be made to the general officer commanding. Pass to visit Kashmir.

1573. The resident at Srinagar is empowered to direct any officer who may enter the Maharajah's territories, in contravention of this rule, to rejoin his regiment or station, and to report him to the adjutant-general. All officers on leave in Kashmir, who may be guests at public entertainments given by His Highness the Maharajah, are to appear on those occasions in uniform. Resident empowered to order officers to rejoin their regiments. Guests of Maharajah to appear in uniform.

1574. The senior officer on leave at Srinagar will be held responsible by the commander-in-chief that no infringement of this order takes place, and senior officers at all places of resort in Kashmir are further required to direct the immediate return to his regiment or station of any officer whose conduct necessitates such a measure, reporting the same to the adjutant-general. Senior officer responsible that order is acted up to.

1575. Officers desirous of visiting Kashmir will communicate their wishes through the proper channel to general officers commanding, who will report the names of the officers granted passes direct to the officer on special duty at Srinagar. Application passes.

1576. The number of military officers in Kashmir *at one time* is restricted to 200, and the disposal of passes for this number, less a certain number reserved for the Punjab frontier force, rests with the commander-in-chief. Frontier force officers desirous of visiting Kashmir must apply to the brigadier-general commanding. Distribution of passes.

II.—Leave to Foreign Territories—*concld.* III.—Leave to study the Native Languages.

1577. If it happens that a command is given more passes than are required, the surplus is to be at once returned to the adjutant-general's office for distribution to other commands where they may be needed.

General officers before issuing passes to ascertain that no prohibition exists.

1578. Before issuing passes, general officers commanding will ascertain that no prohibition exists against the officers visiting Kashmir.

Certificate on applications.

1579. Applications for leave to Kashmir are to be accompanied by the following certificate, signed by the applicant, in addition to any other required from him :—

"I (*rank and name*) of the (*regiment*) do hereby declare that I will abide strictly by the rules for the guidance of officers travelling in the territories of His Highness the Maharajah of Kashmir, and that I will on no account whatever, or under any circumstances, interfere with the natives, except through the legitimate authorities of the district."

Return of pass and rules.

1580. General officers will furnish to each officer obtaining leave a copy of the rules in question, with a pass bearing the officer's name and the signature of the staff officer of the command in which he may be serving. On the return of an officer, the pass and copy of the rules in his possession are to be at once forwarded to the local staff office for reissue to other officers. At the end of the leave season, the passes and rules will be collected and destroyed.

Sick leave to Kashmir.

1581. Before granting leave to Kashmir on medical certificate, medical boards will ascertain that the sick officer will be able to obtain a pass.

Officers visiting Nipal.

1582. No officer is permitted to proceed into any part of the Nipal territories without the previous sanction of the resident at Katmundhu.

Officers travelling in foreign territories to avoid interfering with the prejudices of the natives.

1583. Officers travelling in foreign territories are to be careful not to ill-treat any of the inhabitants of the country; and they are to do their utmost to prevent their servants or followers from causing annoyance in any way. They must also particularly avoid giving offence by approaching pagodas, or entering monasteries or other sacred buildings.

Officers can visit any British cantonment.

1584. Permission to visit a British cantonment, wherever situated, does not require the sanction of government.

III.—Leave to study the Native Languages.

Period when it may be granted.

1585. Leave of absence to study the native languages is granted under the conditions of paragraph 1, and in accordance with the general regulations of this section.

Certificates on applications of officers for leave to attend committees of examination.

1586. Commanding officers in forwarding applications from officers to proceed to stations where examinations are held, to be examined in the native languages, are to certify that they are satisfied the application is made for the *bonâ fide* object of undergoing examination; that the applicants have duly prepared themselves; that there is reason to believe they will pass; and that they are deserving of the indulgence.

(For further rules, see section IV, Army Regulations, India, volume I, part I.)

IV.—Privilege and Temporary Leave.

Rules under which privilege leave is granted.

1587. The rules under which officers in military employ are granted privilege leave are contained in section IV, Army Regulations, India, volume 1, part I.

Limit of grant of privilege leave.

1588. The grant of privilege leave is, as a rule, restricted to the period specified in paragraph 1546, but to medical officers and officers of regiments located at hill stations, it may be granted during the cold weather. It may also in cases of great emergency be granted to any officer during the drill season to the extent actually necessary, provided the prescribed amount of leave is not exceeded, the grant in such exceptional cases, when made by general officers commanding, being reported to the adjutant-general.

No restriction placed on officers proceeding on privilege leave.

1589. Officers are at liberty to proceed wherever they may desire on privilege leave, provided they can ensure their return before the expiration of the leave; but if an officer proceeds to a place from which he cannot ensure his return within the term of his privilege leave, he will be liable to the consequences of overstaying such leave, and authorities should not sanction an officer's application if there is just ground for supposing that he cannot return within the prescribed period.

Documents to be taken by officers proceeding to England.

1590. If officers proceed to England, they must take with them a copy of the order ganting them leave, and report themselves at the port of embarkation. Officers of the British service must report themselves both at the port of embarkation and at the Horse Guards.

Privilege leave by whom granted.

1591. Privilege leave is granted to general officers of divisions, districts, and brigades, to the head-quarters staff, and to administrative medical and veterinary officers of circles by the commander-in-chief on applications submitted to the adjutant-general, to divisional, district, brigade, and station staff officers; to medical, veterinary, and regimental officers, and to executive officers of departments under government in the military department by general officers commanding divisions and districts, with the approval of the heads of their departments and of commanding officers.

Form of application for privilege leave.

1592. Applications for privilege leave are to be made on India Army Form 25 by officers of the British service, and on India Army Form 24 by officers of the Indian service.

Moderation enjoined in granting privilege leave.

1593. Privilege leave may be granted at the discretion of general officers commanding divisions or districts, without reference to the minimum number of officers required to be present with regiments (paragraphs 1613—1616-17); but moderation is to be exercised in the grant of this indulgence, in order that the efficiency of corps may not be impaired by there being a paucity of officers for regimental duty.

Privilege leave to officers, sappers and miners.

1594. Officers of the corps of sappers and miners can equally with other officers be granted privilege, temporary, and recreation leave without reference to regimental head-quarters [para. 1553 (j)].

IV.—Privilege and Temporary Leave—*concld.* V.—British Service.

Officers cannot retire while on privilege leave.

1595. Officers cannot retire while on privilege leave without first rejoining their appointments, except in the cases of retirements under special circumstances.

Applications for extension of general leave.

1596. Applications for general leave in extension of privilege leave are, if possible, to be made in time to admit of a reply being received before the expiration of the privilege leave. When only a few days' general leave is required, as in the case of officers unavoidably delayed in rejoining, an application in letter form will suffice; otherwise it must be on the proper form.

Privilege leave to officers under government.

1597. All military and medical officers, employed in departments under the military department of government, are under the above rules in respect to privilege leave; but officers in civil employ are under civil rules, with the exception of those serving in local corps, who remain under military rules.

General and staff officers not to be away on leave at the same time.

1598. General officers and others should so arrange that the officer commanding the division, district, brigade, or station, and the assistant (or deputy assistant) adjutant-general, brigade-major, or station staff officer, shall not both be on privilege leave at the same time.

Leave granted by commanding officer.

1599. Officers commanding regiments are empowered to grant periods of three days' temporary leave of absence between musters to officers under their command for purposes of recreation within the vicinity of their stations, care being taken when granting it that brigade field days and station duties are not avoided. All such grants are to be reported to the local staff office.

Leave granted by officers commanding divisions, districts and stations.

1600. Officers commanding divisions, districts, and stations may grant temporary leave not exceeding ten days at a time, irrespective of muster, to all officers serving under their command, the indulgence being sparingly granted during the drill season.

Temporary leave to officers of the ordnance department.

1601. Officers of the ordnance department will be granted temporary leave by inspectors-general of circles, and all grants are to be notified to the local staff office. Inspectors-general of circles will apply for such leave for themselves to the director-general of ordnance.

V.—British Service.

Form of application.

1602. Applications from officers of British regiments for general leave in India, or to England, on private affairs or on medical certificate, are to be prepared on India Army Form No. 25. In Bombay, applications for leave on private affairs are to be submitted in duplicate.

Leave granted by commander-in-chief.

1603. Leave to Europe on private affairs to officers who have been three years in India (except for those in staff employ, who may not vacate their appointments while on leave) is granted by the commander-in-chief in India in general orders; and, except in cases of the most urgent nature, will not be granted for more than fifteen months from the date of embarkation.

V.—British Service—*contd.*

1604. Leave to Europe on medical certificate is restricted to twelve months, and in the case of officers of the medical staff and army pay and veterinary departments, will not exceed six months in the first instance. This leave is also granted by the commander-in-chief in general orders. Leave to Europe on medical certificate restricted to twelve months.

1605. Officers will not be required to appear before the medical board in London on arrival, but will report themselves to the adjutant-general at the Horse Guards, or to the head of their department, twenty days before the expiration of their leave, with a view to being re-examined as to their fitness to resume duty. Officers not required to appear before medical board in London on arrival.

1606. General officers are empowered to grant leave in India on medical certificate up to six months, whether such leave extends into the drill season or not; but if further leave is required, application must be made to the adjutant-general. General officers empowered to grant leave in India on medical certificate up to six months.

1607. With the exception of the case of an officer at an out-station being in such a state of health as to necessitate an immediate change, and time not admitting of reference to the divisional or district authorities, no officer will be permitted to proceed on leave on medical certificate, in or out of India, until such time as the recommendation of the medical board has received approval by telegram, if necessary, which should be stated in the proceedings of the administrative medical officer of the circle. Except in certain cases, no officer will be granted leave on medical certificate until medical board has been approved by administrative medical officer of the circle.

1608. When sick leave to Europe is granted, whether by the local authorities in anticipation, or finally by the commander-in-chief, the officer will be furnished with three copies of the order permitting him to proceed,—one copy for delivery at the Horse Guards, the other for the authorities at the port of embarkation, and the third copy for the regimental agents in England. The local order in those urgent cases contemplated in paragraph 9 is to state that the officer "is, on the recommendation of a medical board, permitted to proceed to England on leave, in anticipation of the leave which will hereafter be granted to him by the commander-in-chief," but no period of leave is to be specified. Documents o be given to officers granted sick leave to Europe.

1609. Officers of the British service proceeding to England, whether on leave or on duty, are to take with them three copies of the order referred to in the preceding para. under which they are leaving India. These documents are to be disposed of as above directed. Commanding officers will be held responsible that officers are provided with copies of the orders before leaving their regiments, and the authorities at the port of embarkation will ascertain that every officer is in possession of two copies of the order when he embarks. Should any officer arrive at the port of embarkation without being furnished with the three copies of the order alluded to, he is to be detained until the necessary documents are obtained from his regiment or the local staff officer of the station from whence he came, a report of the circumstance being made to the adjutant-general of the presidency to which the officer belongs. Documents to be taken by officers of the British service proceeding to England on leave or on duty.

1610. General leave in India on private affairs, between the dates specified in para. 1546, is granted to regimental officers, regimental Grant of general leave in India.

V.—British Service—*contd.*

staff, medical officers, and veterinary surgeons, by general officers commanding divisions and districts, subject to the following restrictions:—

(I) Applications for leave, which, if granted, would reduce the officers required for duty below the prescribed number, will be submitted to the adjutant-general; or, in the case of officers of the royal artillery, to the deputy adjutant-general, or assistant adjutant-general, royal artillery.

(II) General officers will withhold the grant of leave on private affairs whenever in their opinion it would be likely to impair the efficiency of the corps to which the applicant belongs, even though the full number of officers should be present for duty.

(III) Applications for general leave on private affairs after the dates specified in para. 1546 must be forwarded to the adjutant-general; in the case of officers of the royal artillery, to the deputy adjutant-general, or assistant adjutant-general, royal artillery.

General officers commanding can grant or extend general leave.

1611. General officers commanding divisions and districts can grant general leave in India on private affairs or on medical certificate to officers of the British service, either in extension of privilege leave, or can convert the latter into general leave, as the circumstances of the application may seem to them to require (see section IV, Army Regulations, India, volume I, part I).

Leave to officers going home with invalids, &c.

1612. Officers proceeding to England on duty with detachments of invalids, time-expired men, &c., are entitled on arrival in England to six months' leave without forfeiting their claim to a return passage at the public expense; but this leave cannot be extended without forfeiture of the return passage.

Applications for leave to lieutenant-colonels.

1613. Applications for leave of absence to lieutenant-colonels will be considered specially, each case being decided on its own merits. The two lieutenant-colonels of a regiment or battalion will not, as a rule, be permitted to be absent on leave at the same time.

No application to be submitted until officers have been three years in India.

1614. Applications from officers for leave to Europe are not to be submitted until they have been three years in India, except on very urgent grounds, which must be explained; and the rule may also in special cases be relaxed in favor of officers recently arrived in India with their regiments, where no injury to the service will ensue.

Exceptional leave may be applied for when two effective officers remain per troop or company.

1615. In the above exceptional cases, and in those of officers who have been three years in India, application may be made, provided two effective officers per troop or company remain for regimental duty, inclusive of such as may be on leave of absence in India, on private affairs, but exclusive of regimental staff officers.

Leave in India.

1616. General leave in India will be granted when there will remain for regimental duty, in regiments of cavalry, nine troop officers, and in regiments of infantry twelve company officers, exclusive of staff, and inclusive of officers on privilege leave.

V.—British Service—*contd.*

1617. General or privilege leave to officers of the royal artillery may be granted when two officers per battery remain for duty, but the major and captain of a battery should not be absent at the same time. Similarly, if more than one colonel or lieutenant-colonel are doing duty at the same station, not more than one in each grade should be granted leave at the same time without reference to the deputy adjutant-general or assistant adjutant-general, royal artillery, to whom all applications for general leave, whether on private affairs or medical certificate, in the cases of officers commanding royal artillery in divisions and districts and on the regimental staff, should be forwarded by transmitting authorities. General or privilege leave to officers, royal artillery.

1618. When submitting special applications which would reduce the effective officers below the prescribed number, officers commanding must forward, confidentially if necessary, an explanation of the urgency of the case, together with a memorandum of the dates on which the officers *en route* to join may be expected, as well as any information that can be obtained concerning officers absent without leave. Special applications when minimum number is reached.

1619. Application for extended leave of absence for subaltern officers, who stand next for promotion, are not to be forwarded until such officers shall have qualified themselves for promotion. Leave to unpassed subalterns.

1620. Applications for leave pending retirement from the service, must certify that the retirement papers of the officer concerned have been forwarded to the military secretary. Leave pending retirement.

1621. Adjutants of British regiments and royal artillery, obtaining leave to Europe either on private affairs or on medical certificate, can retain their appointments for a maximum period of nine months' leave only. Adjutants of British regiments and royal artillery obtaining leave to Europe.

1622. The grant of leave of absence to paymasters of the army pay department attached to regiments in India comes under the general regulations laid down for officers of British regiments serving in India; but is also governed by the following special rules. Leave to paymasters (privilege and temporary).

Privilege and temporary leave may be granted on the following conditions:—

(*a*) That no military inconvenience be caused thereby.

(*b*) That the officer shall have rendered all the accounts due from him.

(*c*) That the officer before proceeding on leave shall show the concurrence of the controller of military accounts, and have handed over his accounts and cash balance in an accurate and satisfactory condition in every respect to the officer who is to perform his duties during his absence.

(*d*) That he shall have made arrangements satisfactory to the commanding officer for the performance of his duties during his absence by another officer of the regiment (neither a staff nor a field officer), and shall have signed a declaration of responsibility for the acts of his substitute.

V.—British Service—*contd.*

General leave to paymasters.

1623. General leave on private affairs may be allowed to England for one year, and in India for six months, on the conditions set forth in clauses *a*, *b*, and *c* of paragraph 1622. In the former case a committee of paymastership, to be paid by the paymaster up to the date of his embarkation (when he ceases to draw Indian allowances), and thereafter by government, will be appointed to carry on the duties of the paymaster. In the latter case the paymaster will be required to make satisfactory arrangements for the performance of his duties as laid down in clause (*d*), paragraph 1622; or should he be unable to do so, a committee of paymastership will be appointed, and a deduction of ₹5 a day for their remuneration made from his pay.

Leave on medical certificates to paymasters.

1624. Leave on medical certificate to England may be allowed for six months as a first grant; subsequent extensions, if necessary, rest with the authorities in England. Leave on medical certificate in India may be allowed for six months as a first grant, and subsequent extensions of three months at a time up to one year may be granted on the recommendation of medical boards. In both cases a committee of paymastership will be appointed and paid by government.

Board to assemble when paymasters apply for leave.

1625. Whenever a paymaster applies for privilege leave or leave on private affairs or medical certificate, a board consisting of the three senior officers of the regiment present (exclusive of the commanding officer) is to be assembled to ascertain whether the applicant's accounts and balances at the regiment are then correct and complete. The proceedings of the board are to be attached to the application for leave, and in those cases where the applicant is proceeding out of India for a period over two months, a statement is to be forwarded to the military secretary to the commander-in-chief, showing on what account the leave is required, for what period, to what date the accounts have been completed and sent in, and the arrangement made for the performance of the paymaster's duties during his absence.

Committee to be appointed when a paymaster is reported sick.

1626. When a paymaster is reported sick and cannot make satisfactory arrangements for the temporary performance of his duties, he must apply for leave; and a committee to be paid by government will be appointed to carry on the duties.

Officers of the royal engineers to report arrival in England to India Office.

1627. Officers of the royal engineers on the imperial list, when granted furlough to Europe under Indian Furlough Regulations, are, on arrival in England, to report themselves in writing to the India Office.

Furlough to royal artillery and royal engineer officers not employed under commander-in-chief.

1628. Applications for furlough to Europe on private affairs, from officers of the royal artillery and royal engineers, not employed under the commander-in-chief, should be submitted by the local governments or administrations, or departments under which the officer may be serving, direct to the government of India in the military department. Applications from these officers, if temporarily employed only, and whose appointments would lapse on proceeding on furlough, must be made through the adjutant-general, the reasons for their transmission through that channel being noted. Applications from officers of the royal artillery and royal engineers serving under the Bombay government, and

V.—British Service—*concld.* VI.—Indian Service.

not under the commander-in-chief, should be submitted through heads of departments to that government.

1629. Applications from officers of royal engineers, belonging or attached to the military works department, are to be submitted on Bengal Form 442, Madras Military Form 466, Bombay Form 331, through their departmental superiors, to the Inspector-general of military works, and will be forwarded by him to the adjutant-general, for transmission to the military department. Applications from officers of royal engineers belonging or attached to the military works department.

1630. When officers of the royal engineers, belonging or attached to the military works department, apply for furlough out of India on medical certificate, and when the applicant is not permitted to proceed in anticipation of his furlough being granted, the application and proceedings of the medical board will be forwarded by the general officers in local command to the inspector-general of military works, and be by him transmitted to the adjutant-general. Applications of the above officers for furlough out of India on medical certificate.

1631. When the applicant is permitted to proceed in anticipation of his furlough being granted, the application and proceedings of the board are to be submitted direct to the military department by the general officer in local command, who will at the same time forward a report of the anticipatory sanction accorded to the inspector-general of military works for transmission to the adjutant-general. Procedure to be adopted when the applicant is permitted to proceed in anticipation.

1632. Officers of the British service holding five years' staff appointments are eligible for general leave in India. Officers of the British service holding five years' staff appointments eligible for general leave in India.

VI.—Indian Service.

1633. Officers of the staff corps and Indian army are granted furlough under the rules of 1796, 1854, 1868, and 1875, as the case may be. Indian furlough regulations.

1634. An officer may take his authorised furlough within Indian limits under the same conditions as furlough to Europe is taken, except that in the former case he is not entitled to subsidiary leave. If the officer be resident within his presidency, he will be amenable to the same authority as that to which he would be subject if on leave in India. Officers may take their furlough in India.

1635. Applications for furlough (Bengal Form 442. Madras Military Form 466. Bombay Form 331.), in or out of India, on private affairs, from officers under the commander-in-chief, are to be forwarded through the usual channel (paragraph 1553) to the adjutant-general. In Bombay, applications for furlough are to be submitted in duplicate, accompanied by a list showing the names of officers who will remain at regimental duty in the event of the application being sanctioned. Form of, and channel for, furlough applications.

1636. Applications from departmental officers not under the commander-in-chief are to be forwarded direct to government, in the military department, by the head of the department to which the officer belongs. Applications from departmental officers not under the commander-in-chief.

VI.—Indian Service—*contd.*

Applications for furlough from officers neither under the commander-in-chief nor government, military department.

1637. Applications for furlough out of India from officers holding permanent appointments, not under the commander-in-chief or government, military department, are submitted by the local government, administration or department, direct to the government in the military department. But in the case of medical officers, however employed, taking furlough on private affairs, and of military officers in temporary civil or departmental employ, whose appointments would lapse on taking furlough on medical certificate or private affairs, applications are to be forwarded to the adjutant-general through the head of their department.

Applications for furlough on medical certificate.

1638. Applications for furlough in India, on medical certificate, from officers employed under the military department or the commander-in-chief, are forwarded, in Bengal, direct to government in that department by the officer commanding the station at which the standing medical board is assembled; in Madras and Bombay, applications from officers employed under the commander-in-chief are forwarded to the adjutant-general: officers concerned should always appear before the nearest convenient standing medical board.

Rules for number of absentees.

1639. If two officers are absent on furlough from the same regiment, no other officer of that regiment can apply for furlough on private affairs; as a general rule, the commandant and second in command should not both be absent on furlough. Commanding officers and heads of departments will be considered responsible that they forward no such application when the absence of an officer would cause inconvenience to the regiment or department.

Controller of military accounts to be informed of intended furlough, &c.

1640. Every officer before leaving India on furlough, duty, or under any other circumstances, must give timely intimation to the controller, military accounts, of his intention to leave the country. A disregard of this obligation will be sufficient reason for the prosecution of any consequent claims against the officer after his departure.

In case of sick officer unable to look after his own affairs.

1641. In the case of a sick officer incapable of looking after his own affairs, the duty of making the intimation to the controller devolves on the commanding officer of the regiment, battery, department, or station wherein the officer is serving. In such circumstances, care should be taken that the paymaster at the port of embarkation is placed in possession of all information necessary for the settlement of the sick officer's claims.

In case of doubt paymaster is authorised to withhold payment in whole or in part.

1642. If, in the absence of proper documents, any doubt be entertained by the paymaster at the port of embarkation as to the pay and allowances due to an officer, and there be no time for inquiry, the disbursing officer should issue to him the furlough pay of his rank or some other amount to which he is beyond doubt entitled, and grant him a final last-pay certificate "subject to adjustment."

Documents to be taken to port of embarkation.

1643. Officers proceeding to the port of embarkation, preparatory to

VI.- Indian Service—*contd.*

availing themselves of furlough, must provide themselves with the following documents :—

(*a*) Extract of the general order granting the furlough;

(*b*) Last-pay certificate;

and, in the case of a staff officer, a certificate showing the date up to which he performed the duties of his appointment.

Officers proceeding on furlough to report date and place of embarkation an name of vessel.

1644. Officers proceeding on furlough will, in Bengal, report the date and place of their embarkation and the name of the vessel direct to the government, military department; in Madras and Bombay, to the adjutant-general, and also to the staff officer at the port of embarkation (in person if possible).

Personal arrival report.

1645. On return from furlough, they will, in Bengal, deliver in person to the deputy assistant adjutant-general at the port of debarkation the letter of permission received from the India Office, in view to the date on which they reported their arrival being endorsed on the letter, which will then be forwarded direct to government in the military department. In Madras and Bombay, the letter of permission is sent to the adjutant-general.

Arrival report to be made to India Office.

1646. An officer on furlough, whether on private affairs or on medical certificate, is required, as soon after landing in England as possible, to report his arrival and address, by letter, to the military secretary, India Office, forwarding at the same time the certificates received in India: in case he should have lost them, he will submit an affidavit stating that he had received them, and setting forth the circumstances of their loss.

Extension of furlough in England.

1647. An officer on furlough in Europe requiring an extension must apply to the military secretary at the India Office: if the extension is required on account of ill-health, and the applicant is within twenty miles of London, he must obtain permission to appear before the medical board in London; but if residing beyond that distance, the application must be supported by a certificate signed by two medical practitioners.

Officers not below rank of field officer can obtain extension on private affair only.

1648. Officers not below the rank of field officer in ordinary cases can obtain extension of furlough on private affairs only, with the previous consent of the government in India under which they may be serving, which must be attached to the applications they submit to the India Office. This order is applicable to all military officers in civil employ, whatever their military rank, whose furlough is granted under military rules.

Officers at the colonies seekin an extension of leave.

1649. An officer on furlough or leave, elsewhere than in Europe, who is desirous of obtaining an extension on private affairs, should address his application to the secretary to government in the military department through the adjutant-general of the presidency in sufficient time to allow of a reply being received by the period when he should embark on his return, so as to ensure his arrival within the original term of his furlough; and the application should specify the necessity for the applicant's continued absence.

VI.—Indian Service—*contd.*

If on account of ill-health.

1650. If an extension is required on the score of ill-health, the application must be supported by certificates from two medical staff officers, or other undoubted medical testimony, to the effect that the applicant is incapable of returning to his duty, and specifying the time considered absolutely necessary for his recovery.

Secretary of state's permission necessary before an officer can rejoin from furlough.

1651. Without the secretary of state's permission to return, no officer rejoining in India from furlough to Europe will be entitled to any pay, rank, or military authority. Officers must therefore apply to the military secretary, India Office, for a letter of permission to return to duty. All officers, however employed, and whatever may be the extent of their furlough, who have left India on sick furlough, are to produce a certificate of fitness for duty before they can be allowed to return, and they are liable to be called upon to appear before the medical board at the India Office.

Only cases in which exemption from personal attendance is allowed.

1652. The only cases in which exemption from the personal attendance required by paragraph 1645 will be allowed, are those of medical officers in charge of troops, whose absence from duty might lead to inconvenience. In these cases, a written report, accompanied by the certificate above mentioned, will be received.

Documents to be furnished by officers on furlough ordered out to India on special duty or on account of the exigencies of the service.

1653. Officers who while on furlough are ordered out to India for special duty, or on account of the exigencies of the service, will on arrival furnish the deputy assistant adjutant-general at the port with a copy of the India Office letter ordering them out, and the date they embarked from England or from the continent of Europe, endorsed thereon. The deputy assistant adjutant-general will note on the letters the date of the officer's arrival and forward it, in Bengal and Madras direct to government in the military department, in Bombay to the adjutant-general. Similarly, in Bombay, officers proceeding to England to avail themselves of the residue of their furlough under rule VIII, clause 2, of the Furlough Regulations of 1868, will report to the adjutant-general the date of their arrival in England.

Furlough on Medical Certificate.

All furlough is granted by government in the military department.

1654. All furlough is granted by government in the military department. When general officers permit officers under the commander-in-chief to proceed out of India on medical certificate in anticipation of the sanction of government, they will forward a special report (in Bengal) to the adjutant-general, stating that the formal application has been submitted to government; the application is, in Madras and Bombay, to be forwarded to the adjutant-general; and when they permit an officer in departmental employment to proceed, they will in like manner report to the head of his department. In the case of medical officers, administrative or executive, a report will be made to the surgeon-general, Her Majesty's forces.

VI.—Indian Service—*contd.*

1655. The following form of order is to be used by the general officer :— Form of order to be used when an officer is permitted to proceed on furlough in anticipation.

"—On the recommendation of a medical board—

Rank.....

Name.....

Corps or Cadre.....

Appointment.....

Regiment or Department.....

is permitted to proceed to ..... on furlough in anticipation of the furlough which will hereafter be granted to him by the government."

No period of absence is to be specified.

1656. One copy of this order is to be attached to the application, which will then be at once transmitted by the general officer to the government in the military department in Bengal, in Madras and Bombay to the adjutant-general. One copy to be attached to the proceedings.

1657. A copy of the order will also be supplied to the officer applying for leave, who will then be at liberty to proceed to his destination. One copy to be supplied to the officer applying for leave.

1658. The grant of furlough on medical certificate out of India is restricted to one year. Any extension of this period is left to the India Office. Furlough on medical certificate out of India restricted to one year.

1659. Officers who have claims to reckon their furlough as service for pension by reason of their illness having been contracted on field service, must advance the same to their medical attendant, who is to note the fact in his report for the medical board, and to clearly specify the particulars of the field service in which the officer has been engaged, the precise nature of his disability; and, in the case of illness, what grounds there are for considering that it was originally contracted during the said service, and solely caused by unusual exposure and hardships in the field. (For further particulars see Army Regulations, India, volume VI, "Medical.") Claims of officers to reckon their furlough as service for pension on account of illness contracted on field service.

1660. Officers of the British service holding staff apppointments tenable for five years, officers of the royal artillery and royal engineers holding permanent staff appointments, not of a regimental nature, and officers on the fixed establishment of sappers and miners, come under the above rules when proceeding to Europe on medical certificate. Rules for officers of the British service holding five years' staff appointments, officers of the royal artillery and royal engineers holding permanent staff appointments, not of a regimental nature, and officers on the fixed establishment of sappers and miners.

1661. Staff corps probationers will be invalided in accordance with the instructions laid down for the British service. Staff corps probationers invalided under British service rules.

VI.—Indian Service—*concld.* VII.—Warrant Officers, Non-Commissioned Officers, and Soldiers.

These rules also apply to military officers, medical and warrant officers in civil employ.

1662. These rules also apply to military officers, medical and warrant officers, in civil employ. The order permitting any such officer to proceed in anticipation will, however, be issued by the local government under which he is employed, and which will fix the amount of subsidiary leave to be allowed in each case agreeably to the civil leave rules.

Rules for Officers serving in other Presidencies.

Officers on sick leave at other presidencies.

1663. Officers who may be absent on sick leave at other than their own presidencies, may proceed thence direct to Europe only if granted furlough on medical certificate by the local government in anticipation of the sanction of the government.

Applications to be first made to local authorities.

1664. Officers desirous of proceeding on furlough, having previously obtained the sanction of the proper authority under whose orders they are employed, will forward their applications, agreeably to the prescribed forms, to the government or to the adjutant-general of their own presidency, according as the application may be for furlough on medical certificate or private affairs.

In emergent cases, leave may be granted at once.

1665. In the event of circumstances of an urgent nature, or extreme indisposition, requiring the immediate departure of any officer, his application will be addressed to the government of the presidency under which he may be employed, and a duplicate forwarded to the government of his own presidency.

Short leave to be granted by local government.

1666. Short leave to sea on medical certificate may be granted by the government of the presidency in which an officer is employed and to whom he should forward his application.

Reports of leave granted to be made to adjutant-general.

1667. Officers commanding corps or detachments, or officers on detached employ, serving under the orders of any other presidency, will immediately report all leave of absence, granted agreeably to the above paragraphs, to the adjutant-general or the government of their own presidency.

Leave to officers on duty out of British territory.

1668. Applications for leave of absence, whether on account of ill-health or otherwise, from officers employed out of the line of their professional duty beyond the British dominions, are to be forwarded to the adjutant-general, accompanied by the prescribed certificates; but should the nature of the case require immediate embarkation, duplicates of the application and certificates are to be submitted to the government of the presidency from which the officer may propose to embark.

VII.—Warrant Officers, Non-Commissioned Officers, and Soldiers.

Warrant Officers—Furlough.

Rules under which warrant officers are granted furlough.

1669. Warrant officers are granted furlough under the rules of 1868 or 1875; those not holding honorary commissioned rank cannot, however, obtain furlough under the former rules except on medical certificate (see vol. I, part I, Army Regulations, India). Their applications are to

VII.—Warrant Officers, Non-Commissioned Officers, and Soldiers—*contd.*

be submitted through the channel prescribed for commissioned officers on India Army Form No. 43,* and in the case of medical subordinates, on India Army Form No. 44.†

Proportions and conditions on which furlough counts as service towards pension.

1670. Furlough will be allowed to reckon as service towards pension in the warrant grades in the proportions and on the conditions contained in vol. I, part I, Army Regulations, India; but in the case of local service men, and those who elected for Indian pension rules on transfer from the local army, no portion of the furlough will be allowed to reckon as service for pension, but it will reckon as service for the good-conduct medal and gratuity, in the cases of those non-commissioned officers who are eligible for such rewards.

Leave.

Warrant officers holding commissions.

1671. Leave in India of all descriptions is granted to warrant military and medical officers holding honorary commissions under the rules detailed in vol. I, part I, Army Regulations, India.

Leave in India.

Disposal of applications for leave in India.

1672. Leave in India (privilege leave excepted) is granted by the government in the military department to warrant officers of all grades belonging to the public works and other departments under its control; and by the commander-in-chief to warrant officers under his orders, on applications submitted by the heads of departments; and such leave will in all cases be notified in general orders by the government or the commander-in-chief, as the case may be. These rules do not apply to warrant officers and non-commissioned officers employed in civil departments, whose applications are to be dealt with as may be directed by the local government or administration under which they may be serving. When the leave solicited is on the recommendation of a medical board, a copy of the proceedings drawn up on Army Hospital Form 91 will accompany the application. Warrant and non-commissioned officers employed as clerks in public military offices are granted leave under the military leave rules.

Subordinate medical department.

1673. Recreation and privilege leave to warrant officers of the subordinate medical department will be granted by general officers commanding divisions and districts, on the recommendation of deputy surgeons-general. Applications for leave of any other description will be submitted through general officers in local command, and the surgeon-general, Her Majesty's forces, for the sanction of the commander-in-chief or government, as the case may require.

Applications for leave for warrant officers not holding honorary commissions.

1674. Applications for leave in India on behalf of all warrant officers not holding honorary commissioned rank, will be prepared on India Army Form No. 26.

* Applicable also to medical warrant officers.

† The form to be used in the case of medical subordinates attached to British regiments is A. M. D. No. 27 Local.

Non-Commissioned Officers and Soldiers.

Furlough and Leave.

Rules under which furlough is granted to above.

1675. Non-commissioned officers on the unattached list are only allowed furlough to Europe on medical certificate, which will be granted to them under the following rules:—

(*a*) They must have re-engaged to complete twenty-one years' service, and must be of exemplary character and prudent habits.

(*b*) Their applications must be accompanied by a certificate from a medical board, stating that change of climate is highly desirable or necessary; the board will be assembled at the station most convenient to the applicant, under the orders of the commanding officer. It will refrain from recommending leave to Europe during the non-trooping season, in cases which could be sent to the hills with advantage (under para. 2730, section XXV), or which might wait without risk until the embarkation season.

(*c*) Soldiers found unfit for further service are not to be recommended for furlough, but are to be remanded to their regiments, and brought forward for discharge as invalids.

(*d*) Except under very special circumstances, which must be fully detailed, furlough will not be granted to soldiers who are within two years of their pension.*

(*e*) The grant of furlough in the first instance will be limited to one year from the date of embarkation. Men, whose state of health, when that period has expired, does not admit of their returning to India to duty, will be subjected to medical examination under orders, which will be communicated to them by the India Office, in view to their furlough being extended for a further period up to one year, if certified to be efficient in their department, or to their discharge being effected if they are reported unfit for further service.

(*f*) Applicants must be prepared to do duty with troops both on the voyage home and back if physically fit and their services are required.

(*g*) The pay and allowances to be drawn when on furlough, and the rations given to the families if left in India, are detailed in Vol. I, Part I, Army Regulations, India.

(*h*) When the families are left in India, half and quarter rations, in addition to the subsistence allowance, will be passed in all cases where the aggregate pay and allowances of the husband do not, when in India, exceed Rs. 100 per mensem.

* This does not apply to non-commissioned officers employed in departments, but only to those men performing purely military duties, and who are not eligible for promotion to the warrant grade.

VII.—Warrant Officers, Non-Commissioned Officers, and Soldiers—*contd.*

Applications for furlough: form of, &c.

1676. Applications for furlough out of India may be submitted at any time of the year, and are to be accompanied by the non-commissioned officer's medical certificate and statement of case, and a certificate that the applicant intends to return to India on the expiration of his furlough: also authenticated copies of his record of service, medical history sheet, regimental defaulter's sheet, court-martial sheet, and re-engagement paper. Heads of departments should apply to the regiments on whose rolls non-commissioned officers are borne as supernumeraries, for certified copies of all documents not in their possession, and in the case of artillery soldiers, to the deputy adjutant-general or assistant adjutant-general, royal artillery. The application on India Army Form No. 46, together with all the required documents in duplicate, will be forwarded by heads of departments direct to the adjutant-general's office for submission to the commander-in-chief and government.

Disposal of furlough certificate.

1677. When the furlough is sanctioned, a furlough certificate* in duplicate will be forwarded by the adjutant-general direct to the departmental officer under whom the applicant is serving; and in the case of men of the public works department, to the examiner, public works accounts.

Leave in anticipation.

1678. The furlough being an indulgence, and not given as a consequence of failing health alone, the applicant will, provided he is clearly eligible under clauses *a*, *b*, *c*, and *d* of para. 1675, be only allowed to proceed at once to the port of embarkation in anticipation of sanction being granted, when recommended by a medical board for an immediate change to Europe; and in such cases the departmental officers will send at once to the adjutant general the usual formal application for furlough. In cases in which removal to Europe is not urgently necessary, the non-commissioned officer should be detained at his station until furlough is formally granted.

Non-commissioned officers who have passed station boards need not appear before presidency boards.

1679. In ordinary cases non-commissioned officers, who have passed station medical boards up-country, are not to be brought before the presidency standing medical boards.

All claims to be settled previous to departure.

1680. All claims on the part of a non-commissioned officer to whom furlough is granted are to be adjusted by his departmental superior before he proceeds to the port of embarkation. He is to be paid up in full to the date of leaving his station, and furnished with a departmental last-pay certificate, specifying the date to which he has been paid, and the pay and allowances he will be entitled to during the first six months of his absence.

Disposal of furlough certificates and last settlement of soldier's pay.

1681. Both copies of the furlough certificate (para. 1677) are to be sent with the non-commissioned officer to the port of embarkation, to be delivered by him with his departmental last-pay certificate to the

* (On the form given in Appendix No. 19, Transport Regulations, Part I—numbered in Bombay, Bombay Form No. 126.)

VII.—Warrant Officers, Non-Commissioned Officers, and Soldiers—*contd.*

deputy assistant adjutant-general at the port of embarkation, who will draw the balance of pay due to the non-commissioned officer up to the date of his leaving India, and also the advance allowed by Transport Regulations, part I; and in Bombay, in the case of men recommended by a medical board for an immediate change to Europe, the furlough certificate will be forwarded from the adjutant-general to the general officer commanding Bombay district (para. 1678).

Final last-pay certificates and departure reports.

1682. Before the non-commissioned officer embarks, the deputy assistant adjutant-general at the port of embarkation will prepare a final last-pay certificate in duplicate ($\frac{\text{Bengal Form 382,}}{\text{Bombay Form 127,}}$) corresponding form not numbered in Madras), and complete both copies of the furlough certificate. He will hand one copy of the furlough certificate (and in Bombay, a certificate in duplicate of stoppages for rations, Bombay Form 299*), and of the final last-pay certificate to the non-commissioned officer for delivery at the India Office, and despatch the other copy of the documents to the adjutant-general for transmission to government, together with a report of the date of embarkation and the name of the vessel. Non-commissioned officers of the public works department will be dealt with at the port of embarkation by the examiner of public works accounts.

In case of men employed under public works department.

1683. In the case of men employed under the public works department, the certificates are to be prepared by the examiner of accounts of that department, at the port of embarkation, and sent by him to the government of India, public works department, for transmission to the secretary of state.

Report of arrival at India Office.

1684. On the arrival of a non-commissioned officer in England, he will report himself at the India Office, where he will receive orders for his guidance during the time he may be at home.

Officers commanding divisions and districts authorised to grant furlough.

1685. General officers commanding divisions and districts are authorised to grant furlough in India, in Bengal and Madras between the 15th April and 15th October, in Bombay, between the 1st March and 1st November, to British soldiers of good character.

Soldiers visiting hill depôts.

1686. If a soldier desires to visit a hill depôt, and reside in government quarters when on leave, a reference must be made to the general officer in whose command the depôt is, to ascertain if accommodation is available before the leave is granted.

Non-commissioned officers in the public works department.

1687. Non-commissioned officers in the public works department are, as regards privilege leave, under the uncovenanted service leave rules.

Non-commissioned officers in departmental employ.

1688. Leave in India to non-commissioned officers in departmental employment, whether on medical certificate or on private affairs, will be granted by heads of departments. Non-commissioned officers attached

Non-commissioned officers attached to volunteer corps.

* The attention of the non-commissioned officer should be drawn to the note in the upper left-hand corner of this document.

to volunteer corps may obtain furlough in India under the rules applicable to soldiers of the British army.

VIII.—Native Officers and Soldiers, &c.

BENGAL AND BOMBAY.

1689. Furlough may be granted by commanding officers of regiments, whether on private affairs or on medical certificate. *Furlough may be granted by commanding officers of regiments.*

1690. Furlough will ordinarily be open from 15th March to 15th October. During this period 15 per cent. of the effective strength of regiments are permitted to take furlough; the indulgence being withheld, in whole or in part, by general officers commanding divisions or districts if considered necessary (under report to army headquarters). Furlough (with free passage going and returning) is allowed to 10 per cent. to tindals and store lascars employed in the royal artillery, Aden Defences. *Period of furlough.*

1691. Furlough is to be given by commanding officers of regiments in strict regard to priority of claim. *Furlough to be given in regard to priority of claim.*

1692. Early in the year, the names of the furlough men of that year should be submitted for the commanding officer's approval. *Names to be submitted for commanding officer's approval.*

1693. If furlough falls to a native officer whilst under suspension, the same is forfeited. *Furlough falling to a native officer under suspension forfeited.*

1694. In the event of furlough falling to a man in confinement under sentence by court-martial, his name will be placed at the head of the furlough register for the ensuing year. *Furlough falling to a man in confinement under sentence.*

1695. Non-commissioned officers reduced to the ranks will carry their year of furlough into the sepoys' list and be placed at the bottom of that year's roll. *Furlough of non-commissioned officers reduced to the ranks.*

1696. The usual leave certificates are to be granted, and men proceeding on furlough are to be reminded of the penalties they are liable to incur from overstaying their leave, and warned to send notice to their regiments should sickness prevent their starting to rejoin their corps in proper time. *Leave certificate and warning to men proceeding on furlough.*

1697. The exact dates of men going on, and returning from, leave are to be entered in muster-rolls. *Dates of going on, and return from, leave to be entered in muster-rolls.*

1698. Non-commissioned officers and soldiers going on leave of absence are not to take their uniform in wear with them. (This paragraph does not apply to Bengal cavalry.) In Bombay, when native officers or soldiers on furlough or on sick certificate present themselves to the authorities to receive pay or orders, they shall be dressed either in regimentals or in clean native costume. *Uniform in wear not to be taken.*

VIII.—Native Officers and Soldiers, &c.—*contd.*

Form of leave certificate.

1699. A leave certificate duly completed in English and in the vernacular, on Bengal Form 388 / Bombay Form 128, is to be given to all ranks of the native army (including non-combatants) when proceeding on leave of absence. This certificate is to be presented whenever a man reports himself to military officers or the civil authorities, and will be brought back by him to the regiment. Daroghas, thannadárs, chaprassies, &c., have no authority to call for leave certificates except under the instructions of magistrates of districts (para. 867, section VII).

Arms a man is permitted to carry on leave to be detailed on back of leave certificate.

1700. The arms that a man is permitted to carry on leave are to be detailed on the back of the leave certificate, both in English and in the vernacular.

Men should be encouraged to provide themselves with transfer receipts.

1701. Men proceeding on leave should be encouraged to provide themselves with transfer receipts instead of carrying money on their persons.

Copy of descriptive roll to be given to soldiers.

1702. When a native soldier proceeding on leave of absence may take with him a treasury draft, payable to himself, he is to be furnished with a transcript of his descriptive roll, in addition to that appended to the draft in his possession, with a view to his better identification by the officer in charge of the treasury from which the remittance is payable.

Men on sick leave not to count as effectives.

1703. The number of men who are absent on sick certificate from any regiment at the period of furlough are to be considered as forming part of the proportion to whom the indulgence is granted, so that the actual absentees from a regiment shall not exceed the number authorised per troop or company

Men on leave entering hospitals of other corps.

1704. The procedure to be adopted when men fall sick on furlough or leave is contained in volume VI, Army Regulations, India. On receipt of the necessary certificates, the men are to be returned as "sick in hospital at————" until they rejoin.

Inquiries to be made of missing men.

1705. When men do not rejoin their regiments, and no authentic information of them is received within a reasonable period after the expiration of their furlough, commanding officers will cause inquiries to be made through the local civil authorities employed nearest the men's homes, to whom they should also furnish descriptive rolls of the absentees.

Penalties for overstaying leave of absence.

1706. Native officers and soldiers failing to rejoin by the expiration of their leave render themselves liable to such punishment as the circumstances of each case may render necessary, in addition to forfeiture of pay for the period of their absence; when, however, it may appear to the satisfaction of commanding officers that they have been detained by any unavoidable cause, application may be made to the officer commanding the division or district for such extension of leave as may be deemed reasonable.

When detained in hospitals.

1707. When the proper certificates of a native soldier's admission into, and continuance in, hospital are furnished, the necessity of extending his leave for the time he was in hospital and for the period requisite to enable him to rejoin, is superseded.

VIII.—Native Officers and Soldiers, &c.—*contd.*

SPECIAL—BENGAL.

1708. The period of furlough is to be calculated on the time it takes a man to reach his home, and not on the distance he may have to travel. In Goorkha regiments the full period of seven months may be given to those men who *bonâ fide* intend to go to Nepal, and in the three Assam regiments eight months' furlough may be given. How period of furlough is to be calculated.

1709. Men who are entertained or received as transfers, are to be placed at the bottom of the furlough register on the date of their joining. They will stand above those who may be absent on furlough at the date of their joining, and below all those who are not on furlough. Furlough will be given to the first man on the roster who wishes to take it, and any man who may decline to take it will retain his place on the roster until he shall avail himself of it. Men who are entertained or received as transfers.

1710. Men promoted will stand at the bottom of their new rank for furlough. Men promoted.

1711. All leave extending over two months counts as furlough; but men proceeding on medical certificate for more than two months, forfeit all claim to furlough for 24 months after their return to duty. All leave extending over 2 months counts as furlough.

1712. Commanding officers of regiments or detachments may grant leave of absence not exceeding 60 days in the following proportions. It should, however, be sparingly granted during the drill season:— Temporary leave granted by commanding officers.

Cavalry.—Three native officers per regiment, and nine non-commissioned officers and sowars, together, per troop.

Infantry.—Three native officers per regiment, and ten non-commissioned officers and sepoys, together, per company.

1713. Leave on private affairs for a greater length of time can only be granted with the sanction of the officer commanding the station, and is never to exceed four months; publication in station order of this grant is not necessary. Longer leave to be granted by officers commanding stations.

1714. No leave is to be granted to, or applied for, on behalf of any native officer or soldier for the purpose of prosecuting a claim, or defending a suit, in any civil court, until some of the particulars of the claim or suit have been elicited, and until the commanding officer of the regiment shall have satisfied himself that the man's presence is absolutely necessary, it being borne in mind that there are probably very few native officers or soldiers who have not some near relatives at home capable of acting as their representatives. Leave to prosecute a civil suit not to be granted readily.

1715. In the first instance, no more leave is to be granted to any applicant than will suffice to enable him to reach the place where the suit is to be heard, to remain there for ten days, and to rejoin his regiment; but should the civil officer certify that the man's continued presence is required, additional leave is to be granted to him to such extent as the civil officer may notify to be absolutely necessary. No second leave is to be granted to the same applicant on the same ground Additional leave granted at request of civil officer.

VIII.—Native Officers and Soldiers, &c.—*contd.*

without a previous reference to the civil officer (para. 2862, section XXVII).

Roster of leave to be kept regimentally.

1716. The indulgence of leave to native officers and non-commissioned officers is to be granted by regimental roster to the aggregate number allowed from each corps, instead of being regulated by the rolls of troops and companies.

Powers of tahsildárs.

1717. Men proceeding on leave are to be warned that the tahsildárs, as deputy magistrates, stationed along the grand trunk road, have instructions to investigate all complaints preferred against travellers, and they must be particular in abstaining from the commission of any irregularities against the villagers or others.

Men to keep together.

1718. Commanding officers will endeavour to further these objects by advising the men, going on leave, to keep together as long as their destinations may permit, or by placing them under the directions of such native commissioned or non-commissioned officers as may be proceeding the same way.

SPECIAL—BOMBAY.

Furlough to men of Beluch regiments.

1719. Men of the three Beluch regiments are allowed furlough from 1st March to 1st November.

Except under special circumstances, no man to be granted furlough until he has done three years' actual service.

1720. Except under special circumstances, no man is to be granted a furlough until he has done three years' actual service, but the commanding officer has the power at any time to grant furlough or withhold it at his discretion.

Period of furlough how regulated.

1721. The period of furlough to be granted is to be regulated with reference to the distance an individual may have to proceed to his home, in no case for Hindustan men exceeding one year, and for Maharattas and others within the Bombay presidency limits usually not more than six months. An extra month may be given to men from the Deccan or Concan when serving in Rajputana.

Men declining to take their furlough.

1722. If a man declines to take his furlough, he should stand at the head of the roster for the next season.

Men promoted.

1723. Men promoted will carry their term of furlough into their new grade, and will stand at the bottom of the list of that year.

Previous offences.

1724. The previous offences of a soldier who may have kept out of the regimental defaulters' book for six consecutive months, shall not be made a bar to the grant of furlough to which he may be entitled.

Sick leave subject to same limitations as affect periods for which furlough is granted.

1725. Sick leave is in all cases to be subject to the same limitations as affect the periods for which furlough is granted (para. 1721). Leave on medical certificate and all leave over two months' duration counts as furlough.

Short leave between musters.

1726. Short leaves between musters are allowed to the extent of ten per cent., subject to the approval of the local authorities; such leave

may also be granted by officers commanding detachments. In regiments permanently quartered in Sindh, short leave may be granted for two months.

Report to be made of non-commissioned officer or solder struck off under 162nd Article of War, rejoining, &c.

1727. If the name of a non-commissioned officer or soldier shall have been struck off the strength of his regiment under the 162nd Article of War, and he afterwards rejoins, or information is obtained that his unauthorised absence was owing to some unavoidalbe cause, the circumstances may be submitted to the general officer commanding the division or district in which the regiment is serving, with a view of obtaining his authority for the man's re-enrolment.

SPECIAL—MADRAS.

In Madras, commanding officers to grant leave.

1728. Commanding officers of regiments or stations are empowered to grant leave of absence to the native commissioned officers, non-commissioned officers, and others of the inferior ranks under their command for such period and to such number as they may deem proper, subject to the control of the officer commanding the division or district, who is empowered to interfere whenever he may be of opinion that the number of men on furlough, as noted in the returns, has reached or exceeded the proper bounds. Native soldiers may also be allowed sick leave on the recommendation of the medical officer in charge of the corps, and approval by the deputy surgeon-general.

Period of furlough.

1729. The period of furlough is to be calculated at the rate of fifteen miles per diem for the distance to be travelled, with such addition, for the purpose on account of which the leave is required, as the commanding officer may deem expedient. Unless under very urgent circumstances, however, leave of absence is not to be granted to soldiers so as to cause their absence at the annual inspection or during the drill season. Passports (M. M. Form 596) are to be shown at every military station through which the bearer may pass, to the commanding or staff officer.

Native officers and soldiers proceeding on furlough to another presidency.

1730. Native officers and soldiers obtaining leave to proceed on furlough to another presidency, are to be furnished with the documents laid down in para. 256, vol. I., part II, Army Regulations, India.

Great care to be observed in making out passports.

1731. The passports are to be carefully filled up by the regimental or other officers entrusted with their preparation, great care and minuteness in recording the personal appearence and particular marks of each soldier being requisite to ensure identification and to prevent fraud. Each soldier must be required to indicate the treasuries, civil or military, from which he may be desirous of drawing pay. A specification thereof is to be entered in the passport, in the appropriate column, and it should be distinctly explained to every native soldier, that in the event of any deviation from his stated route, as entered in the passport, he will receive no pay except on arrival at one of the stations therein mentioned. The officers in charge of the treasuries thus indicated should be advised of

VIII.—Native Officers and Soldiers, &c.—*contd.*

the intended payments simultaneously with the issue of the passport, and be furnished with a copy of the latter document. The advice should also contain the probable dates of arrival of the holder of the passport at each of the stations indicated. No duplicate passport is to be issued without a previous reference to the officers in charge of the several treasuries concerned, for the purpose of ascertaining the extent of the payments that may have been made upon the original passport; and advice of the issue of a duplicate passport is invariably to be furnished to the several treasuries therein mentioned. Blank passports will be supplied by the superintendent, government press, Fort St. George.

Men who overstay their leave.

1732. Native soldiers proceeding on leave beyond the frontier are to be distinctly warned that, if they do not rejoin within the period of their leave, they will be struck off as deserters; also, that the production of a certificate of their having been taken sick on the road will not exempt them from the penalty, unless they can prove that they left their villages in sufficient time to allow of their joining by reasonable stages, not exceeding 15 miles a day. Soldiers proceeding on leave are to have noted on the back of their passports, in the language with which they are acquainted, the number of stages, of 15 miles each, between the station of the corps and the place to which they are proceeding; thus, "Madras to Cawnpore—80 stages."

Signatures to be affixed to passports.

1733. Passports are not required to be countersigned by the station or division staff. The commanding or staff officer of the station to which the leave is granted, is invariably to affix his signature to the passport, in proof of the bearer's having visited that station, noting the date of his arrival. The date of the man's departure to rejoin is also to be noted on the passport, and he is at the same time to be distinctly informed of the exact period of leave remaining to him.

Extension of furlough.

1734. Extension of furlough is never to be granted by officers commanding stations except under very urgent circumstances, which, and the period to which additional leave has been granted, must be immediately reported to the corps or department to which the individual may belong, and must also be officially noted on the back of the passport itself.

Men without passports liable to be treated as deserters.

1735. Any soldier who is absent from his corps or station, not having the required passport in his possession, or who, having it in his possession, omits showing it at any station through which he may pass, will be liable to apprehension as a deserter.

To appear in uniform at stations.

1736. A soldier going on furlough may, while actually travelling, lay aside his regimental dress, but when waiting upon the commanding officer or attending at the public office of a station he must be correctly dressed in the uniform of his corps; and in the event of any individual appearing either improperly or dirtily dressed, the circumstance is to be noted on the passport, or reported to his corps, that he may meet with due punishment on his return to the regiment.

VIII.—Native Officers and Soldiers, &c.—*contd.*

1737. Officers are carefully to explain the preceding orders to every individual proceeding on leave. Each man proceeding on furlough is to be furnished with a separate passport and pay certificate. Orders to be explained to men going on furlough.

1738. Native officers proceeding on furlough are to be allowed to retain their arms and accoutrements in their own possession. As a general rule, native officers of cavalry are permitted to take their horses with them on furlough. Arms, accoutrements, horses of native officers proceeding on furlough.

1739. If a soldier be attacked by sickness at a place distant from any civil or military authority, to a degree incapacitating him from prosecuting his journey and rejoining his regiment within the period of his leave, he shall procure a report of the circumstance to be made by the head native of the town or village. Every individual proceeding on furlough or on medical certificate should be instructed on this head previous to his departure. Soldier attacked by sickness at places where there is no civil or military authority.

1740. Officers commanding stations are to communicate quarterly with corps to which any native commissioned officer, European or native non-commissioned officer, or others who *remain* in the hospital of the station, may belong, forwarding a medical officer's report of the case, which is to state the period when the patient may be expected to be discharged (M. M. F. 656). The date of discharge from hospital and departure to join of every patient is to be reported by the commanding, staff, or medical officer to the individual's corps or department. Return of men in station hospitals.

1741. If after a lengthened time it may appear that any individual is unlikely to become fit to perform his duty, the officer commanding the station at which the individual is a patient in hospital, will take the necessary steps for bringing him before a medical invaliding committee without previous reference to army headquarters. Men unfit for further service to be brought before invaliding committees.

1742. In all cases of soldiers being sent away from their corps on passport *for the benefit of their health*, an account of the history and progress of their cases and of the remedies that have been used, is to be furnished by the medical officer, to the officer granting leave, by whom it will be transmitted to the staff officer of the station to which the sick may be proceeding, for delivery to the garrison or other surgeon; and where this is neglected, a report of the circumstance is to be made to the deputy surgeon-general for the information of the head of the department. The above arrangement is not to affect the medical regulations on this head. Cases to be sent of men on leave on medical certificate.

1743. When a soldier, on passport for the *benefit of his health*, reports his arrival at any station *en route*, or at the station to which he has obtained leave, he shall invariably be sent by the commanding or staff officer to the medical officer in charge of the garrison or station hospital, who will take him into hospital, allow him to proceed on his journey, or permit him to remain an out-patient according to circumstances. Sick men at station *en route*.

1744. When it is not thought necessary to admit the soldier into hospital, a notification to that effect, dated and signed by the medical When not admitted into hospital.

VIII.—Native Officers and Soldiers, &c.—*concld.*

officer, is to be made upon the statement of his case; and commanding or staff officers are to see that such is done.

When taken into hospital.

1745. Upon the admission into hospital of a soldier on passport for the benefit of his health, the medical officer will take possession of the account of his case, add thereto a statement of treatment, &c., while under his care, and hand it over to the individual on discharge from hospital.

Passports of men on sick certificate.

1746. It is to be entered in passports* granted to soldiers under the above circumstances that they have been permitted to proceed for the "benefit of their health."

* To be prepared in the established form, and never to be engrossed upon the statement of the soldier's case.

SECTION XIV.—HOSPITALS.

I.—British and Native.

Classification military hospitals.

1747. Military hospitals are classified as follows:—

(*a*) Station hospitals for British troops, whether dieted or non-dieted.

(*b*) Station hospitals for soldiers' wives and children, British troops.

(*c*) Regimental hospitals for native troops, including detachments, garrisons, outposts, &c.

(*d*) Followers' hospitals, whether for regimental or for departmental followers.

(*e*) General hospitals for British and for native troops and for followers, at the base of operations when troops are on active service, and employed in camps of exercise.

(*f*) Field hospitals for British and for native troops, and for followers when troops are on active service, and employed in camps of exercise.

Under control of general or other officer commanding.

1748. They are under the supreme control of the general or other officer commanding, and their administration, subject to this recognition, rests with the administrative medical officer of the division or district.

General officers to visit hospitals frequently.

1749. General and other officers commanding stations, and, in the case of regimental hospitals of native troops, officers commanding corps, will frequently visit the hospitals under their command to satisfy themselves that they are conducted conformably to the regulations. In station hospitals, general officers, or officers commanding stations, will likewise be responsible that divine service is performed and duly attended, when practicable, by the patients; and that the sick are regularly visited by the chaplains or officiating clergymen at such hours as shall not, under ordinary circumstances, interfere with the morning and evening visits of the medical officers.

Chaplain's register.

1750. "The chaplain's register" of his visits and services will be open for the inspection of the military authorities. The medical officer in charge will arrange for its safe custody and production when required.

General officers and officers commanding station and officers of native corps authorised to visit hospitals at any time. Other officers to visit station hospital daily at certain hours.

1751. General officers and officers commanding stations (and, in the case of native troops, officers belonging to corps) are authorised to visit the hospitals at any time. Such officers as may be directed by general officers commanding are to visit the station hospital daily, but not during the morning and evening visiting hours of the medical officers, and they will report, for the information of the officer commanding the station, any irregularities they may observe.

Orderly officers of native regiments to visit regimental hospital.

In hospitals for native troops, a similar visit will be made by the regimental orderly officer, who will report to the officer commanding the corps any irregularities he may observe.

Regimental officers to be permitted to have communication with their men in hospital.

1752. General and other officers commanding will arrange with the medical officer in charge of a station hospital, so that regimental officers may, at suitable and fixed times, have every facility of communicating with their men while patients in hospital. In no case, however, will soldiers, whilst they are patients in hospital, receive pay or have in their possession any money or other valuables, but sundries may be obtained from barracks on a requisition signed by the medical officer in charge.

Soldiers in hospital not to receive pay, &c.

Arrangement regarding orders being sent to hospitals.

1753. Arrangements will be made by the officer commanding the station in the case of British troops, and by the officer commanding the corps in that of native troops, that divisional, district, and station orders (and in the case of native troops the regimental orders also) are sent daily to the hospital for the information of the medical officer in charge.

Khalasie to be detailed for station hospitals.

1754. A khalasie (lascar) from the quartermaster's establishment of British cavalry and infantry regiments will, from sunrise to sunset, be at the disposal of the medical officer in charge of the station hospital under arrangements made by the officer commanding the station. This khalasie (lascar) will also be employed in conveying the division, district, and station orders to and from the station hospital.

Persons authorised to visit hospitals in official capacity.

1755. The only persons authorised to enter a hospital in an official capacity are the medical officers, officers of the staff and public works department, the orderly officer on duty, chaplains and officers commanding corps whose sick are treated in the hospital.

Arms and accoutrements of soldiers sent to hospital.

1756. When a soldier is sent to hospital, his arms and accoutrements, and, in the case of British troops, his bedding and clothing (excepting boots, helmet and forage cap), will, unless on field service, be retained with his troop or company.

Articles to be taken to hospital by patients.

1757. Every patient is required to bring his brushes and blacking to hospital, and will be held responsible that his hospital clothing and boots are kept clean and properly brushed. Shaving and hair-cutting of patients will be arranged for regimentally.

Medical officer to be informed of transfer of patients from one corps, battery, troop or company to another.

1758. When patients in hospital are transferred from one corps, battery, troop, or company to another, officers commanding corps will inform the medical officer in charge of the hospital, in writing, of such transfer.

Hospital guard.

1759. When considered necessary, a guard will be furnished to the hospital, and the medical officer in charge will suggest to the officer commanding the station the particular orders he wishes to be given to the guard. In native regiments a night guard only is necessary, except when there are prisoners in hospital.

Food, drink, &c., prohibited to be brought by visitors and attendants to patients.

1760. Visitors and attendants are forbidden to bring patients, in British hospitals, food, drink, or any unauthorised article of any kind.

Hospital attendants or others carrying bundles, &c.

1761. Hospital attendants or others carrying bundles or parcels are not to leave the hospital without an authorised pass, which, in the absence

of higher authority, will be signed by the senior medical subordinate of the hospital establishment with which they are serving. Sentries will be instructed to stop all persons carrying bundles or parcels who are not furnished with proper passes. &c., not to leave hospital without a pass.

1762. The medical officer in charge of a hospital will immediately bring all breaches of discipline, or disorderly behaviour committed by patients in hospital, or of orderlies from regiments temporarily employed in the hospital, to the notice of their respective commanding officers, who will dispose of their cases when the men are sent out of hospital. Medical officer to report breaches of discipline.

1763. All cases of discipline connected with medical subordinates attached to native troops, such as placing them in arrest, &c., will at once, and previous to any report being made to superior medical authority, be brought to the notice of the commanding officer by the medical officer in charge. Breaches of discipline by medical subordinates attached to native troops.

1764. When a patient, under treatment in a station or other hospital, becomes dangerously ill, or when there is apprehension of a fatal result, the medical officer in charge will at once inform the officer commanding the corps to which the man may belong, in order that his friends may be communicated with. Dangerous illness of patient to be reported.

1765. A medical officer will, in every instance when practicable, be present at the execution of the will of a soldier in hospital, and will affix a declaration to such document, stating whether or not the soldier was in a fit state of mind to execute a will. Medical officer to be present at execution of wills.

1766. Hospital attendants for all duties with British troops will be furnished by the army hospital native corps, and medical officers are authorised to employ without pay, on light hospital duties, such patients as they may consider able to aid the fixed hospital establishment. Hospital attendants for British troops to be furnished by army hospital native corps.

1767. When, under special circumstances, additional attendants may be authorised by the officer commanding the garrison or station to be furnished from regiments, the men so employed will not be available for regimental parades or other duties. Additional attendants.

1768. The ground adjacent to hospitals will be kept clean and neat. The quartermaster's establishment of corps will be employed, as often as necessary, to keep the ground level and free from weeds, and to attend to and clear the surface drainage, so as to prevent water lodging. The medical officer in charge will make application to the officer commanding for such aid whenever requisite. Ground adjacent to hospitals to be kept clean.

1769. Orderly comrades for attendance on special cases will be obtained by application from the medical officer in charge to the officer commanding the corps to which the patient belongs or is attached. Orderly comrades for attendance on special cases.

1770. They will have their duties clearly explained to them by the medical subordinate of the ward, and will take it by turns to attend on the sick. When not on duty, they will not remain in the ward, but in the attendants' room, if one exists, or in some other part of the hospital. Duties of orderly comrades.

1771. In hospitals for British troops under no circumstances should orderlies be permitted to sleep in the same room as the patient on whom Not to sleep in same room as patient.

they are attending, nor should they be provided with hospital clothing or bedding.

Reports on and suggestions concerning health of troops, sanitary matters, &c., how to be made by medical officers.

1772. When administrative medical officers, or medical officers in charge of hospitals or doing duty with troops, deem it necessary to make reports upon or to offer suggestions concerning matters affecting the health of the troops or the sanitary condition of the locality in which they are stationed, or to make any report affecting departmental discipline to the head of the medical department, they will invariably furnish a copy of the same to the officer commanding the station or the troops; on the other hand, copies of similar communications to commanding officers will be furnished to the head of the medical department.

Medical officers in charge of hospitals to take under their care soldiers of corps not in garrison, seamen, marines, &c.

1773. Medical officers in charge of hospitals will, upon obtaining the authority of the officer commanding a station for so doing, take under their care any commissioned, warrant, or non-commissioned officers or soldiers of corps not in garrison, or seamen and marines who, being absent from the ship or corps to which they belong, and in station hospitals such other Europeans as are under the necessity of applying for medical relief or assistance (see Army Regulations, India, volume VI).

Medical officers to be guided in medical and sanitary duties by Indian Army Regulations, vol. VI, &c.

1774. Medical officers will, in all medical and sanitary duties, be guided by the Indian Army Regulations, volume VI, and by such instructions as they receive from the deputy surgeon-general of the division or district; but it is to be distinctly understood that a medical officer attached to a garrison or station, or to a particular corps, is subject to the orders of the officer commanding the station, garrison, or corps to which he is attached.

Medical officer to examine men who report themselves sick.

1775. The medical officer in charge will examine all non-commissioned officers and soldiers who report themselves sick, and will cause such men as are found to be unfit to attend parades, or to perform the ordinary duties of a soldier, to be admitted into hospital for treatment. Excepting at hill depôts, no soldiers are to be allowed to remain in their quarters as convalescents, except such men as, immediately after vaccination, may be recommended by the medical officer to be exempted from drills and musketry practice, and to have lighter duties assigned to them. A list of the men recommended for such exemption will be furnished daily to commanding officers.

Fresh sick to be present at hospital at visiting hours.

1776. The fresh sick will be present at the hospital at the prescribed visiting hours, and will, on all occasions, be escorted to hospital by a non-commissioned officer, who will, in the case of British troops, bring with him the sick reports.

When a soldier reports sick at any intermediate hour, he will be similarly escorted to hospital by a non-commissioned officer, and a sick report will be sent with him.

Company's sick report.

1777. In British troops the "company's sick report" of every non-commissioned officer or soldier, brought before a medical officer on account of sickness, will be made out on India Army Form No. 2, in duplicate, and sent with the man. Particular care should be taken to

ensure accuracy in filling in all the particulars required by the prescribed form.

The Christian name must be given in full.

1778. The disposal of each man reported sick will be entered in both copies of the sick report, one copy of which will be returned by the non-commissioned officer to the officer commanding the corps, and the other retained as a hospital record. Disposal of each man reported sick to be entered in both copies of sick report.

1779. At inspections made by general officers all medical officers attached to station hospitals, not being at the time on duty of an urgent nature, are required to attend at the hospital. They will not be required to attend any other parades except when professional assistance may be likely to be required. On the occurrence of such an instance the medical officer in charge of the station hospital will detail a medical officer for the duty. Medical officers attached to station hospitals to attend at inspections made by general officers.

When an officer of the medical staff is attached to a particular corps, he will attend any inspection parade of it by a general officer.

1780. The attendance of medical officers at target practice under ordinary circumstances is unnecessary, and their presence at rifle ranges is to be dispensed with, except where an increase of medical officers has been sanctioned for this duty; but the name and address of a medical officer available to attend in case of accident should always be communicated to the officers in charge of parties proceeding to target practice, and such medical officer is not to be absent from his quarters or hospital during the period the rifle practice is being carried on. Where the hospital or quarters of the medical officers specially appointed to attend musketry practices are within a mile from the ranges, the medical officer on duty, after reporting himself to the officer in charge of the firing party, may return to the hospital or quarters, where he will remain whilst practice is going on and be in readiness for any emergency. Attendance of medical officers at target practice unnecessary. Name and address of medical officer available to attend to be communicated to officers in charge of parties proceeding to target practice.

Attendance throughout gun target practice is compulsory.

1781. Should exceptional circumstances arise at any station which would appear to render expedient the presence of a medical officer on a rifle range, the general or other officer commanding may, after consulting with the administrative medical officer, direct the attendance of a medical officer when necessary. The administrative medical officer will make provision for the performance of the duties of the medical officer so employed. Exceptional circumstances rendering presence of a medical officer on rifle range expedient.

1782. When troops are encamped for rifle practice on account of the distance of the range from barracks, a medical officer will remain in camp whilst the practice is carried on. When troops are encamped for rifle practice, medical officer to remain in camp during practice.

1783. Medical officers of the Indian service are not required to attend the monthly muster parade of their corps. In the monthly muster roll they will be returned as "present on duty" when at the station. They will attend parades of inspection by general officers and such other parades at which their presence for professional assistance may be specially required. Medical officers, Indian medical service, not required to attend muster parades, but will attend parades of inspection by general officers, &c.

General Hospital Depôts.

General hospital depôts.

1784. When a general hospital is established at the base of operations in time of war, or in any position not in immediate proximity to a garrison of regular troops, to which men passing through the hospital can be attached, a depôt will be formed for the reception and accommodation of such men when discharged from hospital, and will be placed under the command of an experienced officer.

Duties of officer in charge of hospital depôts.

1785. The following will be the duties with which the officer referred to in para. 1784 will be charged, and the requisite staff for carrying out those duties will be placed at his disposal and will be entirely under his orders:—

(*a*) The receipt and safe custody of all arms, ammunition, and equipment not ordinarily sent to hospital with men transferred or reported sick, but which usually accompany sick and wounded sent from the front.

(*b*) The supply, on requisition of the hospital authorities, of all articles of clothing, other than hospital clothing and necessaries, required by men in hospital either to replace those destroyed or lost on service, or to provide for other reasonable personal needs of the men not met by issues through the hospital authorities.

(*c*) The settlement and disposal of all questions relating to pay and allowances or to other claims of a personal character not usually disposed of by the staff of the hospital.

(*d*) The issue of all routes, railway or passage warrants, and other documents (not medical) connected with the movement of men discharged or invalided, for the purpose of enabling them to rejoin their corps, or to proceed to any other destination which may have been determined upon.

(*e*) The application for the provision of transport by sea or otherwise, when required for the conveyance of such parties of recovered men, invalids, and convalescents, as it may be necessary to forward to their destination by such means.

(*f*) The conduct of all correspondence, not of a professional character, with corps and batteries, as well as with the divisional and hospital authorities, on any points connected with men passing through the hospital.

(*g*) The interment of the dead, and the taking over from the medical officer in charge, and final disposal of the effects of deceased soldiers, for which the usual receipts will be given to the hospital authorities handing them over.

(*h*) All arrivals and departures of sick and invalids, and all deaths occurring in the hospital, will be reported by the officer commanding the depôt to the corps to which they belong, as well as to the military authorities.

I.—British and Native—*concld.*

Officer commanding the depôt to be furnished daily by medical officer in charge with Army Hospital Form 68.

1786. To enable the officer commanding the depôt to carry out these duties, he will be furnished daily by the medical officer in charge with nominal rolls of all officers and men admitted into, discharged or invalided from, or who have died in, the hospital, on Army Hospital Form 68.

Officer commanding the depôts to be one of the official military visitors.

1787. The officer commanding the depôt will be one of the official military visitors to the hospital, and it will be his duty as such to visit the hospital as often as the general officer commanding may direct, to ascertain that the sick and wounded are well cared for, to receive any complaints the patients may wish to make, and to investigate the same, reporting the result to the general officer commanding and to the principal medical officer for such action as may be necessary. But he will have no authority over the hospital or its staff, and is not to interfere in any way with the discipline, order, or arrangement of the hospital or its staff, or inmates, the whole of whom are subject only to the orders and control of the principal medical officer, under the general officer commanding at the base, or in the district in which the hospital is established.

Crimes committed by soldiers whilst patients in hospital.

1788. A soldier committing an offence whilst a patient in hospital will have his crime recorded by the medical officer in charge, who will be responsible that the man is made a prisoner and handed over on discharge, with a statement of his crime and list of witnesses, to the officer commanding the depôt for disposal.

Supply of guards and fatigue parties.

1789. The men borne on the strength of the depôt will supply the necessary guards and fatigue parties. Requisitions for these will be made by the medical officer in charge to the officer commanding the depôt, who will meet such requisitions as far as is in his power. All men of the army hospital native corps, and others connected with the hospital, who may be guilty of offences involving trial by court-martial, will be handed over to the depôt for final disposal through the military authorities.

Depôt to accompany hospital on active service.

1790. The depôt will be considered a necessary part of general hospital organization, and will accompany a hospital on active service when and where it may be moved or established. It will not, therefore, be submitted for, or amalgamated with, the general military depôt at the base, unless the general officer commanding at the base of operations so directs.

Section XV.—BARRACKS.

I.—Canteens.
II.—Libraries, Recreation-rooms, &c.
III.—Regimental Workshops.
IV.—Miscellaneous.

I.—Canteens.

Where canteens are to be established.

1791. A canteen for the sale of government malt liquor and rum, also wine, extra spirits and beer, is to be maintained in every British regiment, battery, and depôt; and temporarily, when it can be managed, in every detachment of British troops whose strength in rank and file is equal to a company. A canteen is also to be kept up on the line of march when possible.

Where two or more batteries are quartered at one station, a canteen need not necessarily be kept up for each.

Supply of rum and malt liquor.

1792. The rates to be charged for malt liquor and rum supplied by the commissariat department and the rules regarding the carriage, &c., are contained in volume V, Army Regulations, India.

Profits realised.

1793. The profits realised by the sale of rum, being the difference between the cost price and that at which it is issued to the soldier, together with all sums realised by sale of surplus liquors, will be the foundation of the regimental canteen fund.

Issue of malt liquor in the regiment.

1794. Malt liquor, issued to canteens from the commissariat stores, is to be reserved exclusively for the use of warrant officers, non-commissioned officers and soldiers on the effective strength of the army. The wives of soldiers, though not entitled to liquor from the commissariat, may receive it from regimental canteens. Officers are on no account to be supplied.

Issue of malt liquor and rum to warrant officers and others.

1795. Malt liquor and rum may be supplied as follows to warrant officers and others, on requisition, countersigned by the officer under whom the individuals are serving at the time:—

(*a*) Warrant officers, including those holding honorary commissions and medical subordinates, are permitted to draw malt liquor and rum in weekly supplies from regimental canteens, on production of an order from their departmental superior. Rum will be paid for at the rate of two annas per dram, and malt liquor at five annas per imperial quart. The difference between the above rate for malt liquor and the price paid by the canteens to government will remain as a credit to the canteen funds.

To non-commissioned officers and soldiers in detached employ.

(*b*) Non-commissioned officers and soldiers in detached employ are permitted to obtain malt liquor and rum at the established rates per man from regimental canteens. Malt liquor may be drawn in weekly supplies and taken away, but rum is not to be taken from the canteen on any pretext; nor is more than one dram to be drawn at a time.

To wives of soldiers on detached service.

(*c*) One pint of malt liquor may be issued daily from regimental canteens to the wives of soldiers who are on detached service.

This issue will be charged for at the usual canteen rates, and the privilege will be liable to cancellation by order of the officer in immediate command.

Monthly estimate of beer required.

1796. Commanding officers will inform executive commissariat officers, on the 27th of the month, of the number of hogsheads of imported ale and porter that will be required for the following month's expenditure. The quantity so required is to be examined on the 1st or 2nd of the following month (see para. 778, volume V, Army Regulations, India).

Composition of committees to examine malt liquor.

1797. Committees to examine malt liquor will ordinarily be composed of three officers, assisted by a sub-committee of three non-commissioned officers. When from special circumstances three officers are not readily available, one officer only may be detailed.

Should a board so constituted consider any malt liquor to be unfit for issue, a special committee of three officers must be assembled before it can be finally condemned. Whenever commanding officers have reason to believe the malt liquor supplied to canteens is too strong, they will bring the matter to the notice of the commissariat authorities in view to a test being applied.

Committee to examine casks.

1798. The committee will also examine the casks, and will reject such as appear to be insecure, owing either to bad cooperage or to inferior and worn-out hoops.

Captain and subaltern of the day to visit canteens.

1799. The captain and subaltern of the day (or orderly officer) will visit the canteen within the hours of its being open, and will mention their having done so in their reports.

Canteen accounts of mixed detachments.

1800. In detachments composed of details from several corps, where a canteen has been established, the canteen accounts of details of invalids and time-expired men are to be rendered to the officer commanding depôt at the port of embarkation; those of recruits and volunteers to the staff officer of the station where the detachments finally break up; and those of convalescents to the depôt commandant when proceeding to the hills, or to the staff officer of the station where the detachment finally breaks up when returning from the hills. Those officers are to pass receipts in duplicate for the balances received, giving one copy to the officer commanding the detachment, and forwarding the other to the division or district staff office, together with the canteen accounts for the time the details have been in progress, and a statement showing how the balance has been, or is to be, disposed of. In the disposal of these canteen balances, when detachments are proceeding towards depôts, the balance will be made over to the depôt canteen; and when proceeding to join regiments, the balance will be divided in shares proportionate to the strength of each regimental party, and made over to the respective canteens.

Supply of rum on line of march.

1801. Rum of proof strength will be supplied to canteens for issue on the line of march, either by rail, road, or river, but in each case care must be taken that before issue the rum is reduced in strength by the addition of water in the proportion of 25 gallons to 75 gallons of rum. To detachments on the line of march, when the maintenance of canteens is impracticable, rum will be retailed by the commissariat department as

in cantonments under similar circumstances. A sealed sample bottle of the rum issued should in all cases be handed over to the officer commanding, and a receipt taken for it by the commissariat officer issuing the rum.

Carriage of rum on march and supply of malt liquor when halted.

1802. Commanding officers of regiments and detachments under orders to march are to give previous intimation to the commissariat department of the quantity of rum that will be required on the road, malt liquor not being allowed on the march. But troops passing through a military station where ale or porter is available, may obtain such in bulk of one or more hogsheads from the commissariat department, on requisition and cash payment, for issue while halted.

Transfer of property on relief.

1803. The rules for the transfer of canteen property to another corps on relief are contained in paragraphs 1892—1898. Casks of rum or malt liquor that have not been opened or broached will, on application to the commissariat department, be transferred to the relieving corps.

Remittance of balance to England.

1804. On the departure of a regiment or battery from India, the credit balance of the canteen fund, to the extent of ₹3,000, can be remitted to England in the same manner as the savings bank balance is transferred.

Employment of funds.

Ordinary expenditure of the canteen fund.

1805. The canteen fund is to be employed for the following purposes; it is never to be allowed to accumulate beyond ₹3,000, and all surplus should be devoted to purposes tending to increase the happiness and comfort of the men and their families :—

I.—To defray the expense of the canteen establishment; also the cost of all canteen furniture, lighting, crockery, glass, books of account, stationery, printed forms of canteen accounts, skittle pins and balls, and hydrometers.

II.—Under the orders of the commanding officer (but in no case is the expenditure under this clause to exceed, collectively, the sum of ₹200 in any one month in a regiment, or ₹100 in an artillery command not equivalent to the strength of a cavalry regiment, or ₹50 in a single battery) for—

(*a*) The benefit of the regimental schools.

(*b*) The benefit of the soldiers' recreation and refreshment rooms (1865 to 1876-77).

(*c*) The provision of soldiers' mess necessaries.

(*d*) The amusement of the men, including gymnastic appurtenances not supplied by the state.

(*e*) In charity to widows and orphans of the corps.

(*f*) Donations to widows and children, also to invalid soldiers, their wives and children proceeding home (para. 124, Transport Regulation, part I).

I.—Canteens—*contd.*

(*g*) Loans to the workshops for the supply and carriage of tools; to be refunded in the former case from the proceeds of works done in the shops; in the latter, when the amount shall be recovered from government (para. 1883).

(*h*) The cost of all tatties and punkahs in canteen, and establishments for them.

(*i*) The entertainment of a chuprassie to take charge of the canteen buildings of a battery of royal artillery, in certain cases.

(*j*) The cost of the carriage of seeds for soldiers' gardens, when there is no garden fund.

(*k*) The carriage of canteen property on the march.

(*l*) Loans for the purchase of soda-water machines.

1806. Application may be made to the general officer in local command for permission to expend canteen funds on purposes beneficial to the soldiers or their families not enumerated above, or for payments as above sanctioned, but in excess of the restricted rates. When granted, the authority is to be quoted in the accounts in support of such special charge. Extraordinary expenditure.

Canteen Committee.

1807. In every regiment or artillery station command, a committee will be assembled to superintend, under the commanding officer, the whole business of the canteen, and will be composed of a captain and two subalterns of not less than two years' standing, one of the committee being relieved monthly. If possible, one selected officer should always be on the committee, on the proper working of which the success of the whole system depends. In single batteries or detachments, where there are not a sufficient number of officers to form a committee, the commanding officer is required to perform the duties himself. No officer of the regimental staff is to be appointed a member of the regimental canteen committee. Canteen committee.

1808. A monthly return of every canteen, prepared agreeably to India Army Form No. 32, made up to the last day of the month to which it relates, and signed by all the members of the committee, is to be forwarded by the 5th (at latest) of the following month to the general officer commanding the division or district in which the corps is serving. General officers will cause these returns to be carefully scrutinised by their staff officers, and will dispose of all unauthorised charges, &c., to the full extent of the authority vested in them (para. 1806). These returns will be retained at division and district headquarters, and a quarterly abstract of the accounts forwarded to the adjutant-general's office, on India Army Form No. 33. Monthly return.

When a regiment is divided into half-battalions, each half-battalion will render its own accounts through the usual channel to the divisional and district authorities. Half-battalions to render their own accounts when separated.

Committee to check the return.

1809. The president and members of the canteen committee must see that this account is debited with all disbursements and credited with all receipts; that loans have been reduced by sums received on their account; and that all *bonâ fide* transactions are properly accounted for in the month in which they occur. No sums are to be expended without authority from the proper quarter, which must be quoted opposite each item. Particular attention must be paid to the fact that the number of men drinking spirits is faithfully accurate. The stock of rum remaining on hand is to be valued at R2 per gallon.

Checking of cash account.

1810. At the end of each month, the canteen committee will examine the superintendent's account of daily issues, which should be prepared on India Army Form No. 35. The total amount of cash received from the superintendent as shown by cash account, India Army Form No. 31, should correspond with the total amount received for sale of liquor as shown by the superintendent's account of daily issues. When the entries in this statement are compared with the corresponding entries in the other accounts, the president of the canteen committee and the members will then sign the statement at foot.

Certificates of receipts.

1811. Monthly certificates of the quantity of rum supplied are to be furnished by the commissariat department to commanding officers, and are to be retained in possession of canteen committees as vouchers.

Forms of books and accounts.

1812. The forms of books and accounts, as established, must not be deviated from in any particular by corps or detachments, except by special authority, to be quoted in every account rendered.

Examination of accounts.

1813. A day will be appointed in regimental orders, monthly, for the examination of the accounts by the canteen committee, when stock will be taken by the committee of all supplies in the canteen, and the canteen property and cash balance will be counted over. Proceedings of the board are to be forwarded to the commanding officer and recorded in the orderly room.

Quarterly audit.

1814. The special quarterly committee assembled to audit the different regimental accounts, such as mess, band, &c., will also examine those of the canteen, and report to the commanding officer in the same way as regarding the other accounts.

Cash book.

1815. The cash book will be kept in the custody of the president, who will enter in it daily all receipts and disbursements. It will be closed to the first day of the following month by an entry showing the amount of cash remaining in the hands of the president, and then given to the canteen writer, in order that the accounts of the canteen fund may be made up and closed.

Canteen establishment.

1816. On the first day of each month, the president will cause an acquittance roll of the canteen establishment to be made out, and, after affixing his signature thereto, will obtain for it the countersignature of the commanding officer.

Money to be lodged daily.

1817. The president, or a member of the committee, will daily lodge in the canteen treasure-chest all canteen moneys received for liquor sold in

I.—Canteens—*contd.*

the canteen, and the transfer of such funds to the charge of the paymaster is prohibited. The canteen treasure-chest will be placed in charge of the guard which protects the paymaster's chest.

President gives receipts and makes payments.

1818. All receipts for liquor are to be signed by the president, who is responsible for it; and all payments from the canteen fund will be made by him personally. He will pay the prime cost of all malt liquor and rum received from the commissariat department by instalments of ₹500 to the regimental paymaster as soon as the aggregate of his daily receipts (para. 1828) equals that sum, and on the last of the month the balance due on the account for the month. In like manner, when the daily receipts in an artillery station canteen amount to ₹200, that sum is to be paid at once to the officer commanding the last arrived battery at the station, and the balance of the month's receipts on that account on the last day of the month.

President to be excused duty.

1819. Presidents of canteen committees may be absolved from such regimental duty as regimental boards of survey, courts of inquiry, and courts-martial, when the number of officers present for duty will admit of it.

Duty of canteen committee.

1820. It is the special duty of the committee to prevent the appropriation of dregs of casks, drippings, and surplus liquor (it is an ascertained fact that the amount gained ranges from 3 to 5 drams per gallon of rum, and from 1 to 1½ gallons per hogshead of malt liquor); to check, by careful watching, evils which often arise in canteens; and from time to time to test the liquor by the hydrometer, to prevent its dilution (para. 1830).

It must see that the numbers returned as drinking spirits daily are correct—which can be ascertained by an examination of the markers' rolls at the end of each month; also that all sums are duly credited to the accounts; all payments regularly made, vouched, and entered; and that the dryage allowance is deducted from the total cost of malt liquor on the left-hand side of the monthly account. A dryage allowance is granted to canteens at the rate of seven drams per hogshead of malt liquor per week, which will ensure a profit to the fund if proper care is exercised in watering the outside of the casks, especially during the hot weather.

Supply of extra spirits, &c.

1821. The committee will, with the sanction of the commanding officer, give orders to tradesmen for such supplies of extra spirits, wine, and beer (in cask or bottle) as may from time to time be judged necessary, and will, under his direction, fix, in addition to the prime cost, such a rate of profit as will be sufficient to cover the contingent loss and charges, including carriage and insurance. The committee will give its particular attention to the quality of these supplies. The arrangement for their issue will be fixed by commanding officers, the only restriction being that they are to be consumed in the canteen; they are not to appear in the monthly canteen accounts, further than in the record of men drinking them.

I.—Canteens—*contd.*

Responsibility of committee.

1822. Canteen committees will recollect that the duty entrusted to them is not merely a nominal one. To the illicit sale of spirits in canteens is attributable much of the drunkenness in corps where it may prevail, and a lax supervision by the committee thus becomes the cause of an increase of that crime. It is, therefore, the imperative duty of commanding officers to see that committees perform their duties with attention and exactitude.

Establishment.

Establishment.

1823. The canteen establishment of a regiment or battalion is to be as follows:—

	R
Superintendent of issues	15
Canteen sergeant	40
Writer	15

The allowances for a detachment will be—

Canteen sergeant	3 per company
Writer	2 ,, ,,
but not to exceed	8 in all.

This will be in addition to the headquarters charges.

Establishment in the royal artillery

1824. The canteen establishment for the royal artillery will be as follows:—

For a single detached battery—

1 Superintendent of canteen issues and writer, on R7-8 a month.
1 Canteen sergeant, on R 7-8 a month.

For a station command of two or three batteries—

1 Superintendent of canteen issues and writer, R 17-8 per mensem.
1 Canteen sergeant, on R10 a month.

The establishment for a station command of four or more batteries will be the same as for a regiment.

Rates of pay sanctioned in paras. 1823 and 1824 not to be exceeded.

1825. The rates of pay sanctioned in paras. 1823 and 1824 are not to be exceeded, but, with the exception of that of the canteen sergeant, may be reduced by the order of the commanding officers when considered desirable.

Native establishment.

1826. Regimental establishments are to be utilised in canteens where practicable, but when such cannot be carried out, the following may be entertained:—

	R	
2 waiters, each	6	per regiment.
1 bhistie	5	
1 sweeper	5	
1 waiter	6	per half-battalion.
1 bhistie	5	
1 sweeper	5	

And in proportion for royal artillery and detachment canteens.

Superintendent of Canteen Issues.

Superintendent to give all liquor and receive money.

1827. The superintendent of canteen issues will keep one of the keys of the canteen liquor store, and will hand over to the canteen

1.—Canteens—*contd.*

sergeant the rum and malt liquor required for each issue. After each issue he will measure the unexpended surplus liquor in the presence of the canteen sergeant and markers, and lock it up in the store together with the cash box (para. 1837). The canteen store will be fastened by two locks with non-interchangeable keys, one of which will be kept by the superintendent and the other by the canteen sergeant.

1828. His duties will be as follows :— Duty of superintendent of canteen issues.

(*a*) He will receive from the half-battalion markers after each issue their respective rolls (India Army Form No. 30), and, having satisfied himself as to their correctness, he will initial the totals of each company's consumption (para. 1842).

(*b*) He will daily count the money in the cash-box received the previous day, and see that it corresponds with the markers' return (India Army Form No. 34, para. 1838).

(*c*) He will pay over to the president of the canteen committee the above money, handing in also the markers' rolls and account of daily receipts (para. 1818).

(*d*) He will keep India Army Form No. 35 in his own handwriting, and fill it in from his own observation, and will note in the canteen sergeant's return of daily receipts the quantities of liquor issued.

1829. The appointment is a permanent one, the holder being liable to removal for neglect or misconduct only. It will not be held by a sergeant-major (warrant officer). Nature of appointment.

Canteen Sergeant.

1830. The canteen sergeant, whose situation is a permanent one, will be appointed by the commanding officer. He will be immediately under the orders of the committee, and be responsible to them for the correct performance of his duty. No perquisite of any kind is allowed to him or to any other person employed in the canteen; but all the profits that may accrue from surplus liquor, dregs of rum, drippings of rum and malt liquor, &c., &c., will be carried to the credit of the canteen fund (para. 1820). Canteen sergeant. No perquisites allowed.

1831. Non-commissioned officers holding higher rank than that of sergeant are not eligible for the appointment of canteen sergeant. The canteen sergeant, if found inefficient, is liable to removal from his appointment. Selection of canteen sergeant.

1832. The duties of a canteen sergeant are as follows :— Routine duties of canteen sergeant.

(*a*) He will be held responsible that the canteen is always kept clean and well ventilated, and that it is regularly lighted from dark until closed for the night.

(*b*) He will have charge of, and be responsible to the committee for, all persons employed in or about the canteen.

I.—Canteens—*contd.*

(*c*) He will be responsible for the safe custody of all the canteen property, and he will take steps to recover the amount of any loss or damage done to it; should he fail to do so, he will himself have to make it good.

(*d*) He will invariably be present in the canteen during the hours of issue.

(*e*) He will issue no liquor from the canteen except at the appointed hours, nor in excess of the allowance of rum prescribed by regulation.

(*f*) He will be held responsible for the cash-box and its contents so long as it is in his charge.

(*g*) He will be responsible that all issues from the canteen are paid for in ready money, excepting malt liquor for hospital nurses and men in hospital; the former being recoverable from the state through the paymaster, and the latter through the commissariat department.

Drawing off the liquor.

1833. Before the issue of rum, he will, in presence of the superintendent of canteen issues, and with the assistance of the native establishment, draw off and measure from one of the large casks in the store a supply of rum, computed to meet the requirements of the men drinking spirits, into a small barrel with a tap (to be made specially for the purpose), which he will place on the canteen counter at the time of issue; the rum being issued from it by one of the native establishment as the men come up for their liquor. The bung of the barrel is to be secured with an iron plate fastened by a good padlock, and the spigot must also be carefully secured against removal; the superintendent of canteen issues will keep the key of this barrel. The issues of malt liquor should be conducted, as far as circumstances will allow, on the same principle as the rum.

Disposal of dregs.

1834. The dregs of rum casks will be drawn off into a vessel; and after having been allowed to settle, the clear liquor will be poured into the next cask broached. The dregs of malt liquor barrels must on no account be allowed to flow into the issuing tub; the malt liquor should be run off from the barrel through a linen bag or strainer.

Receipt of moneys.

1835. At the hours of issue the canteen sergeant will take the money from the soldiers who come up to the bar to receive their liquor, and will at once drop it into the proper compartment of the cash-box—right half-battalion moneys in the right, and left half-battalion moneys in the left, compartment. The canteen sergeant is prohibited from giving change to any customer.

Canteen cash-box.

1836. The canteen cash-box should be of an oblong form, divided down the centre, and partitioned off into eight compartments, with a slit in the lid over each; one side of the box representing the right, and the other the left, half-battalion. The four compartments on each side are intended for the several malt and rum issues. Each slit should have a sliding bar to close it when the particular issue it represents is not

I.—Canteens—*contd.*

going on. There will be two locks to the money-box, with non-interchangeable keys; one key is to be in possession of the superintendent, the other of the canteen sergeant. After each issue, the cash-box will be locked up in the store by the superintendent of issues.

Replacement of unexpended liquor.

1837. When the canteen is closed for the day, the canteen sergeant will, in presence of the two canteen markers and superintendent of canteen issues, see the unexpended malt liquor and rum measured and poured back into their proper casks; he will then see the door of the store securely fastened (para. 1827).

Opening of the cash-box.

1838. At such time as may be found advisable by commanding officers, according to the season of the year, but always before noon of each day, the cash-box will be taken out of store and opened in presence of the superintendent of issues and the canteen sergeant: the money contained in its different compartments will then be counted separately, and compared with the markers' rolls (para. 1828). India Army Form No. 31, showing the total amount of cash received during the day by issues for half-battalions, will then be filled in, signed by the canteen sergeant and the superintendent of issues, and taken by the latter with the cash to the president or member of the canteen committee.

Taking over liquor from commissariat.

1839. The canteen sergeant, accompanied by the canteen markers of the day, will attend the monthly committees at the commissariat store, to examine and receive the malt liquor for the month's consumption. After survey by the committee, the casks will be taken to the canteen; and the superintendent of canteen issues will open the canteen and see them placed in the store-room. If sufficient carriage has not been provided by the commissariat for the removal of all the barrels, those left behind should be sealed with the regimental canteen seal.

Removal of rum into canteen.

1840. When rum is required in canteen in quarters, the canteen sergeant, accompanied by the markers for the day, will be deputed; and the rum, which should be 25 degrees under proof, will be tested in their presence with both the commissariat and regimental hydrometers.

Return of empty casks.

1841. The canteen sergeant will be responsible that all empty rum and malt liquor casks, which are the property of government, are returned to the commissariat department, and that receipts for the same are handed to the president of the canteen committee.

Canteen Markers.

Two sergeants or corporals to be present at every issue.

1842. Two sergeants or corporals will be present at every issue in the canteen, to assist the canteen sergeant: one will mark for the right, and the other for the left, half-battalion. During the issue of liquor they will place themselves at the bar of the canteen, and will make an indelible mark in the roll against the name of every man who receives his government allowance of rum. After each issue the rolls as marked off will be totalled and handed over to the superintendent of issues for inspection (para. 1828).

I.—Canteens—*contd.*

Issue of pint of malt liquor to be encouraged.

1843. The issue of a pint of malt liquor per man in accordance with para. 1846, clause (*g*), is to be encouraged by commanding officers, as much as possible, with a view to diminish drinking at the canteen during the day time.

Canteen Writer.

Duties of canteen writer.

1844. The canteen writer is to keep the ledger account of the canteen fund (para. 1815). All forms for the use of the canteen will be kept in his charge, and he will issue the requisite number of each on the 1st of every month. The canteen writer will take care that these forms are never allowed to run out, and will give timely information to the president of the committee when a supply is required. When rolls for the canteen are wanted, he will send the last rolls furnished by each company to its color sergeant for revision previous to giving them to the printer.

Preparation of monthly papers.

1845. On the last day of the month the canteen writer will prepare, as far as practicable, for the monthly committee, the "proceedings of board;" also an inventory of canteen property which ought to be forthcoming, and an acquittance roll of the canteen establishment. He will also prepare the canteen return (para. 1808) as soon after the 1st of each month as possible.

Canteen Rules.

General rules.

1846. The following rules are laid down for the management of all canteens; they are to be printed and hung up in a conspicuous part of the canteen, and should be countersigned by the commanding officer:—

(*a*) The hours for opening and closing the canteen are left entirely to the discretion of commanding officers, and will, as a rule, be from a convenient hour in the morning until a quarter of an hour before the dinner hour, and from 5 P.M. till tattoo.

(*b*) The men of one regiment are not to be allowed to use the canteen of another corps, and commanding officers will be held responsible that this order is strictly enforced.

(*c*) Except on the following occasions, no liquor is to be carried out beyond canteen limits, save with the approval of the commanding officer:—

1. For men on guard,—malt liquor as provided for in clause (*j*).
2. For the sergeants' mess,—rum and malt liquor as provided for in clause (*u*).
3. For the wives of non-commissioned officers and soldiers,—malt liquor as provided for in clause (*h*).
4. For the players on the occasion of a cricket match, or any similar amusement,—malt liquor only.

I.—Canteens—*contd.*

5. For the forenoon issue and the men's dinners,—malt liquor as provided for in clauses (*g*), (*i*), (*j*).

6. For warrant officers, non-commissioned officers, and soldiers in detached employ, and pensioners,—rum and malt liquor as laid down in para. 1795.

(*d*) No man can receive more than one dram of rum per diem, which can only be procured in half drams, and issued at 12 noon or later, at the discretion of the commanding officers, but under no circumstances during the evening canteen hour. At least two hours must elapse between the close of the first and commencement of the second spirit issue.

(*e*) Malt liquor may be issued in such quantities as may be convenient to the soldier (duty permitting and he being sober). Half-pints may be taken if preferred.

(*f*) When no malt liquor is procurable, however, the issue is limited to one dram of rum.

(*g*) One pint of malt liquor per man may be drawn from canteens on company requisitions at 11 o'clock A.M. for those who wish to have it; a second pint may be issued to any man drinking it at his dinner-hour. These issues are not to be made to individuals in the canteen, but are to be served out in bulk and distributed in the barrack-rooms.

(*h*) Each married soldier should be allowed a pint of malt liquor for his wife. The soldier desiring to avail himself of this indulgence must give his name to the orderly sergeant of the company to which he belongs before 10 o'clock A.M.

(*i*) Defaulters may, at the discretion of commanding officers, be permitted to enter the canteen during certain fixed hours in the day only, say, between retreat and tattoo.

(*j*) Men on guard may, if they wish it, be supplied with one pint of malt liquor at their dinner-hour and one pint at the evening issue.

Whenever malt liquor is not available, and then only spirit may be issued.

The liquor will be transferred under regimental arrangements, and the non-commissioned officer in command of the guard will be held responsible that no man by gift or purchase obtains more than his proper allowance.

(*k*) No soldier on guard or picket will be allowed to enter the canteen, except when ordered there on duty.

(*l*) No soldier will be allowed to receive another man's ration; nor are two soldiers to be served at one time by pouring a double ration into any vessel for them.

(*m*) Boys may have one pint of malt liquor per diem only, but no rum.

I.—Canteens—*contd.*

(*n*) Any soldier detected trying to obtain a second ration of spirit at an issue, or giving his own ration to another soldier, should be at once made a prisoner.

(*o*) Each man on going up to the bar of the canteen for his spirit issue, must call out—1st, the letter of his company; 2nd, his canteen number; and 3rd, his name: thus—G Company—No. 32—Thomas Atkins. Care must be taken not to confound the canteen with the regimental number. The soldier is, however, not required to drink his liquor at the bar.

(*p*) Any soldier who by accident breaks or injures any article of canteen property will have to pay for the same according to the value at which the damage is estimated by the canteen committee. Should the soldier consider the estimate excessive, he may appeal to the commanding officer.

(*q*) Any soldier who wilfully or designedly destroys or injures any part of the canteen property, will be brought before the commanding officer, who, in addition to stoppages, may award such punishment as the case may demand. In this and the preceding case a soldier has the option of appealing to a court-martial.

(*r*) Soldiers must not be allowed to enter the canteen unless properly dressed in accordance with regimental standing orders.

(*s*) The non-commissioned officer on duty will prevent any rioting, gambling, or disorderly behaviour in the canteen, and will be responsible that no liquor is taken therefrom with the exceptions provided for in clause (*c*). Any soldier who is noisy or riotous, or who is annoying those who are taking their liquor in the canteen, must be turned out by the non-commissioned officer on duty; should he hesitate to go when ordered, he must be confined.

(*t*) Cards and dice are not allowed (para. 1874); and gambling of every description is positively forbidden in the canteen.

(*u*) Members of the sergeants' mess are not to drink in the canteen. Malt liquor and spirits may be issued in bulk to the sergeants' mess. Any balance remaining from one month's supply must be carried forward to the credit of the next month. The liquor will be issued on a requisition signed by the caterer, and countersigned by the adjutant.

(*v*) If possible, there is to be a separate room in the canteen for the corporals, distinct from that occupied by the privates.

Good water to be kept in canteens.

1847. Canteens are always to be provided with the best filtered water (which should be kept in porous jars), as well as with a good supply of soda-water and lemonade, to enable any man to dilute his allowance of rum with either of them. The water-vessels should be outside the bar, and not within it. One of the waiters should be in attendance to serve it out to the men.

1848. Lists of the prices of all liquors supplied from the canteen are to be hung up in a conspicuous part of the canteen, and they should bear the countersignature of the commanding officer. List of prices.

II.—Libraries, Recreation-rooms, &c.

1849. Soldiers' libraries are of two kinds—1st, those which are the property of the state (paras. 1851 to 1864); 2nd, those which are the property of the regiment (paras. 1865 to 1871). The books issued by the government are for the free use of the men of the corps; those men, therefore, who do not join the regimental library, are not to be debarred access to the library kept up by the state. Two kinds of soldiers' libraries.

1850. Books, the property of government, are to be kept separate from those the property of the regiment, and are to be inspected on the first day of each quarter by a committee of officers, who will report on their condition for the information of the officer commanding the regiment. They are not to be stamped with the regimental stamp (para. 1870). Government books not to be mixed up with private books.

Libraries belonging to government.

1851. The several libraries will, in the first instance, be made up by the government of India to about the following number of books:— Supply of books to libraries.

	Volumes.
For an infantry regiment	1,200
For a cavalry regiment	960
For a battery of artillery	324
For the corps of sappers and miners, Roorkee	324
For a hill depôt with accommodation for 40 to 150 men	324
For a hill depôt with accommodation for 150 to 300 men	480
For a hill depôt with accommodation in excess of 300 men	960

A map of India on rollers and an atlas will also be supplied to each library.

Detachments are to be supplied with a proportion of the books allotted to the regiment, but such books must be accounted for in the proceedings of the annual committee of survey.

1852. Station hospitals are also to be supplied with books from regimental and artillery libraries for the use of the sick. These books will be under the care of the medical officer in charge of the hospital, who will appoint a librarian and be responsible for all arrangements connected with their issue. Supply of books to station hospitals.

The pay of the librarian and other small contingent expenses will be met by monthly contributions from the canteen and library funds of the several corps in garrison.

The proportion of books to be furnished by each corps, the monthly rate of pay of the librarian, and the amount of the contribution from the various funds, will be determined in each case under the orders of the general officer commanding. The books to be changed monthly or quarterly, on the requisition of the medical officer in charge, but all

II.—Libraries, Recreation-rooms, &c.—*contd.*

books must be inspected by the quarterly board (para. 1850) and be accounted for in the proceedings of the annual committee of survey. On the departure of a corps from a station, all books belonging to the library in charge of that corps will be returned at least one week before it marches.

To Ramandroog depôt.

1853. The convalescent depôt at Ramandroog will be supplied with the following number of volumes from the British corps stationed at Bellary :—

Royal artillery	24 volumes.
Infantry	76 „

Cost of conveyance.

1854. The cost of conveyance of the books to and from will be borne by the state. The books will be kept in repair and renewed under the arrangements ordered for books supplied to detachments in the preceding paragraph.

Soldiers' library at Poonamallee.

1855. The soldiers' library at Poonamallee is composed of books received from regiments of British cavalry and infantry serving in the presidency, the quota to be supplied by each corps being 25 volumes. The repairs and renewal of these books will be carried out as directed in the two preceding paragraphs.

Funds for the maintenance of the library.

1856. The sums authorised for the maintenance of libraries (the property of government) are detailed in paragraph 1519, volume I, part I, Army Regulations, India. These sums will be devoted by the regimental library committee (para. 1865), under the orders of the commanding officer, to the following purposes only :—

(*a*) Repair of government books.

(*b*) Repair of the extra furniture and fittings which may have been provided under clause (*d*).

(*c*) Purchase of new works to be added to the government books already in possession.

(*d*) Provision of such furniture and fittings for the library as may be considered desirable, in addition to the scale authorised by government through the public works and commissariat departments.

Repairs to books and extra furniture to be first provided for.

1857. The repairs to books and extra furniture are to be first provided for. In expending the residue, the main object to be kept in view is the supply of new reading, and no extra furniture should, therefore, be purchased while the number of volumes in the library is short of the authorised scale, or considered wanting in variety. The libraries are not, however, limited to the scale laid down in paragraph 1851.

Government allowance to be expended only on public property.

1858. It must be distinctly understood that every book and article of furniture purchased from the fund, formed from the contingent allowance, is the property of the state, and must be left in the library when the corps in possession moves on relief; also that the fund is not to be

II.—Libraries, Recreation-rooms, &c.—*contd.*

used for the repair of books or furniture, the private property of the corps.

1859. Committees of survey (of which the superintending officer of the regimental committee should be a member) are to be convened under the orders of officers commanding stations where British troops are serving, annually, during the month of March when practicable, to examine into the condition of the government books, and the extra furniture and fittings, the property of each library; and to report what repairs are required, and the number of works which have become unserviceable from fair wear and tear. The committee reports, which are required in triplicate, are to be prepared strictly on India Army Form No. 69, and forwarded to the local staff officer, who, after obtaining the approval of the officer commanding the station, will deposit one copy in his own office for record, forward one to the officer commanding the corps for regimental record, and transmit the third copy to divisional or district headquarters, to be forwarded thence with the reports on the other libraries in the command, on the 1st April, to the adjutant-general. In the event of the number of volumes in the library being below the complement, or other new books being required (para. 1857), an indent for such should be submitted to the local contractors by the officer commanding the battery or regiment. The value of the same, calculated on the published prices at the rate of exchange current at the time, should be shown in the library fund account book as a balance set aside to meet the bill for the books. Committees of survey.

In cases where corps moving in relief have not taken over the library before the end of March, the committee of survey will assemble, and the proceedings be forwarded on the earliest practicable date after their arrival. The relieved regiment or battery should hand over to the local staff officer a copy of any indent not complied with, together with a list of the liabilities of the fund.

1860. The commanding officer will then cause the repairs, &c., recommended by the station committee to be carried out by the regimental committee, charging the cost against the annual contingent allowance; he will also cause the requisition for new books to be drawn out, ascertaining at the time that the committee select a reasonable proportion of works of instruction—such as history, travels, biography, science, &c., as well as fiction; works of an immoral tendency, or of a political or religious controversial character, being carefully excluded. Annual repair of books.

1861. Damage to government property in the library is to be immediately reported by the committee to the commanding officer, who will cause the necessary repairs to be executed at once at the expense of the person in fault. The value of books lost or destroyed, through carelessness, is to be recovered from the persons responsible, and carried to the credit of the fund, in view to fresh copies of the same or other works being procured when the next annual requisition is sent in. Books condemned as unserviceable from fair wear are to be sold as waste paper, and the proceeds credited to the fund. Damage to books and recovery of value of condemned and lost books.

Disposal of books condemned as unserviceable.

II.—Libraries, Recreation-rooms, &c.—*contd.*

Books of record to be kept in libraries.

1862. The following books of record will be kept in each library; they are to be in addition to, and separate from, the books ordered in para. 1868:—

I.—*Catalogue:* on India Army Form No. 22. The new books procured are to be entered as soon as received, and no books are to be struck off except on the recommendation of the annual committee. Any extra articles of furniture purchased from the library fund are to be entered in a list at the end of the book.

II.—*Letter book:* in which are to be entered copies of the proceedings of the committee's requisitions for new works, and all correspondence connected with the library.

III.—*Fund account book:* showing on one side the credits, and on the other the debits, of the fund: it is to be balanced after the annual repairs have been executed.

Course to be adopted on relief of a corps.

1863. On a corps leaving a station, the books, balance of library fund, and records, are to be handed over for the use of the relieving corps, to the local staff officer, who will furnish a receipt on India Army Form No. 70 to the commanding officer, forwarding at the same time a duplicate copy to the adjutant-general's office. In the same way, the officer commanding the relieving corps will take over the books from the local staff officer, who will forward a copy of the receipt given him to the adjutant-general's office.

Libraries to be numbered.

1864. All the government libraries having had numbers assigned them, the number of the library, with the station and arm of the service in possession of it—thus, $\frac{\text{No. 1,}}{\text{Fort William}}$ $\frac{}{\text{Artillery}}$—is to be cited at the head of all requisitions, proceedings of committees, &c., and in the opening leaf of the books of record.

Libraries belonging to the regiment.

Management of private regimental libraries.

1865. The management of the regimental library and reading-room is vested in a committee of well-selected non-commissioned officers and men, under the superintendence of an officer of the regiment specially selected on account of his qualifications for the duty. The committee is to assemble once a month to examine and audit the accounts, and to take into consideration any suggestions for the benefit of these establishments; the proceedings are to be embodied in a "minute book," and, when approved of by the superintending officer, are to be submitted to the commanding officer of the regiment.

Responsibilities of superintending and commanding officers.

1866. A list of all the books, periodicals, and newspapers is to be furnished by the superintending officer to the commanding officer, who will sign it; and the commanding officer is responsible that these books, periodicals, and newspapers are not injurious to the morals or discipline of the soldiers (para. 1860). All necessary expenditure is to be authorised

by the superintending officer, subject to the control of the commanding officer.

Appointment and duties of the librarian.

1867. A steady non-commissioned officer, selected for his qualifications by the commanding officer, is to be appointed librarian; he will have charge of all the property belonging to the library and reading-room, and will assist the committee in the general management of the establishment. He will take an inventory of the property at least once in each month, and will bring to the notice of the president of the committee any deficiencies, or damage, either to books, papers, periodicals, or to the furniture of the room, which will be charged on the same principle as barrack furniture damages.

Books to be kept by librarians.

1868. The librarian is to conduct the correspondence, and is to keep the following books:—

I.—*A day book:* specifying the description, quantity, and cost of each article purchased for the library, reading-room, &c.

II.—*A ledger:* showing the actual state of the debits and credits of the establishment monthly.

III.—*A register of books:* containing the names of all books given out, the date of issue, the name and company of the member, the number of days allowed for their perusal, and the date of return. The condition of the book at the time of issue is to be noted, as also on its being returned. Should it have sustained any injury during the time it was out, the librarian will bring it to the notice of the president of the committee.

IV.—*A subscribers' book:* containing the names and companies of all members.

V.—*A stock book:* containing the names of all books purchased for the library: the names of all papers, periodicals, and newspapers, and the date of their receipt: and at the other end, the number and description of all property belonging to the reading-room.

VI.—*A letter book:* containing copies of all letters written.

VII.—*Catalogues:* containing, for the use of members, the names of all books in the library.

Ordering of new books.

1869. A book will be kept open in the reading-room, inviting members to enter in it the names of any books or papers they may wish to have ordered. This book is to be submitted to the committee at their monthly assembly.

Books to be stamped and bear a label.

1870. A label is to be pasted in each book, showing its number in the catalogue, its cost price, and the number of days allowed for its perusal. All library books are to be stamped with the regimental library stamp (para. 1850).

Soldiers joining a library to be made acquainted with the rules.

1871. When a man is desirous of becoming a member of the library and reading-room, he is first to acquaint the pay-sergeant of his

company, and then the librarian, who will thereon enter his name in the subscribers' book and acquaint him with the rules in force.

Reading and Recreation Rooms.

Code of rules for recreation-rooms.

1872. A code of rules for the reading and recreation rooms is to be framed under regimental arrangements, and approved of by the commanding officer. They should generally be in accordance with the following, subject to such modifications as may be preferred regimentally :—

(1) Members are to pay a monthly subscription at the following rates: sergeants, 4 annas; corporals, 3 annas; privates and drummers, 2 annas. A member will not be charged any subscription for the month in which he joins.

(2) Any member leaving the headquarters of the regiment (except on detachment where a reading-room is provided) for any period exceeding one month, will not be required to pay his subscription.

(3) Members attending the reading-room are to do so in clean fatigue dress or in regimentals.

(4) No intoxicating liquor of any kind will be allowed into the library and reading or refreshment rooms; nor will any man who may appear to be intoxicated be permitted to enter them.

(5) Any member found creating a disturbance, or in any way interfering with the harmony which should exist, will at once be removed by the senior non-commissioned officer present, and reported to the adjutant; in addition to military punishment, he will render himself liable to have his name erased from the list of subscribers.

(6) Swearing, or profane or improper language, is strictly forbidden.

(7) Gambling of any description is strictly prohibited. A notice to this effect is to be hung up in all recreation-rooms, and a breach of the regulation will be punished as disobedience of orders.

(8) No discussions on religious or political subjects will be permitted.

(9) No games of any description are to be played on Sunday.

(10) Smoking is allowed.

(11) Any member destroying, damaging, or losing a book, will have to pay the full value of the work.

(12) Any member injuring any of the maps or games will have to pay their value, or, if they are repairable, the cost of repair.

II.—Libraries, Recreation-rooms, &c.—*contd.*

(13) Newspapers, periodicals, books, &c., kept in the reading-room, are not on any account to be removed without the permission of the librarian.

(14) Books required must be selected from the catalogue; and members are prohibited from interfering with the arrangement of the books.

(15) Books taken by subscribers must be returned by them personally, except when they are in hospital.

(16) A member will not be allowed to remove a book for a comrade.

(17) Books are not to be transferred from one member to another without being returned to the librarian.

(18) Should a subscriber not have finished his book at the expiration of the period allowed for its perusal, he should apply to have it reissued to him.

(19) Any subscriber detaining a book, without permission, beyond the time allowed for its perusal, will be charged one anna a day for each day he so detains it, unless he can give a satisfactory explanation.

(20) Books belonging to the library are not to be lent to non-subscribers. Any member detected in disobeying this rule will be fined four annas for the first offence, and if the offence be repeated, his name will be erased from the list of subscribers.

(21) No member is allowed to take more than one book at a time, except married men, who may take two.

(22) No papers, books, or periodicals are to be made away with without the sanction of the superintending officer.

(23) No singing, whistling, or any other kind of noise is permitted in the reading-room.

(24) No member is allowed to read in a loud tone of voice without the consent of the other members present.

(25) Any infringement of these rules is to be reported to the committee by the librarian, and will render the offender liable to have his name erased from the list of subscribers.

1873. A table is to be set apart for writing materials alone. Postage-stamps are to be kept by the librarian, and given out on payment to those requiring them. No stationery is allowed to be taken out of the room. Separate tables for writing materials.

1874. Card-playing may be allowed in all recreation-rooms, and, if possible, a separate room should be set apart for the players; where this is not practicable, orders should be issued prohibiting the players from making any noise that would disturb the other soldiers using the room (para. 357, sec. VI, and para. 1846 of this section). Card-playing in recreation-rooms.

II.—Libraries, Recreation-rooms, &c.—*concld.*

Hours during which recreation-rooms are kept open.

1875. The reading and recreation rooms will be open from 8 A.M. till 12 o'clock (noon); from 2 P.M. to 4 P.M.; and from retreat sounding until a quarter of an hour before tattoo; and after tattoo at the discretion of commanding officers.

The hours for the issue and return of books will be named by commanding officers of regiments.

Lighting of libraries and recreation-rooms.

1876. The allowance for the lighting of reading and recreation rooms authorised by government, is contained in para. 1054, vol. V, Army Regulations, India. Lamps are to be provided by the battery, regiment, or depôt.

Refreshment-rooms to be established in all corps.

1877. Refreshment-rooms should be established in all regiments adjoining or close to the reading and recreation rooms: they are to be stocked with good and wholesome refreshments, such as tea, coffee, soda-water, lemonade, cigars, &c., which should be periodically inspected by one of the medical officers of the regiment, to ensure their being of good quality; the prices of the articles procurable by the soldier are to be hung up in a conspicuous place in the rooms, and commanding officers should personally ascertain that the men are only required to pay fairly remunerative prices.

Theatricals to be encouraged in regiments.

1878. Theatricals should be introduced, whenever practicable, in all regiments, as being an in-door recreation more popular than any other with the men. Regimental theatres are to be placed under charge of an officer, who will superintend the performances, overlook the accounts, and be responsible to the commanding officer that no improper plays or songs be given.

Advances granted for purchase of soda-water machines.

1879. Advances for the purpose of aiding in the establishment of soda-water machines in regimental workshops may be obtained from government on applications submitted to the adjutant-general of the presidency. These advances, which will not exceed half the actual or estimated cost, will be limited to ₹2,000, and will only be obtained on the condition that the other half has been subscribed by the regiment or obtained from the canteen fund. These advances may be repaid by monthly instalments of such amounts as the profits may admit of, and the officer commanding may deem expedient, but on the clear understanding that in no case can the repayment be allowed to extend beyond twelve months. No advances can be sanctioned for regiments which will probably proceed to England within three years.

Service forms may be printed by regimental presses.

1880. Printing presses may be established in regiments, and all army and India army forms may be printed regimentally, provided the established pattern is not deviated from, and that only those forms are printed which are supplied on payment by government, and not those which are issued gratis. When a regiment intends to set up a press, six months' warning of such intention is to be given to the superintendent of government printing, or to the superintendent of government and Lawrence asylum presses, or the society's education press, Bombay, as the case may be.

III.—Regimental Workshops.

Object of establishing workshops.

1881. Regimental workshops are established in order that soldiers and their children may have within their reach the means of combining profitable employment with recreation, and of acquiring a knowledge in trades which may serve to support them when they leave the service; and also that regiments may possess within themselves resources which may render them independent of external aid in times of difficulty.

Commanding officers to establish and encourage workshops.

1882. Officers commanding regiments of British infantry are required to do their utmost to establish regimental workshops and to ensure their success. In the mounted branches, owing to the nature of their duties, the employment of the men must, generally, to a great extent, be limited to the saddlers, armourers, saddletree-makers, farriers, shoemakers, and tailors' shops in the cavalry, and to the farriers, collar-makers, and wheelers in the artillery; but every facility and encouragement must be afforded by commanding officers to those men desirous of employing any leisure time they may have at their disposal in any other sort of labour that can be carried on in connection with workshops.

Supply of tools for workshops.

1883. The tools for regimental workshops are to be purchased by advances from the canteen fund see (para. 429, vol. III, Army Regulations, India), to be refunded from the proceeds of work done in the shops. Implements damaged by neglect are to be replaced at the cost of the workman; those worn out by fair wear and tear, from the canteen fund (para. 1805).

Supply, transport, and disposal of tools.

1884. The orders under which workshops are supplied with tools, and the rules regarding their transport and disposal by troops leaving India or their stations, are contained in section VIII, vol. III, Army Regulations, India.

Barrack accommodation and punkahs.

1885. The rules regarding barrack accommodation and punkahs are contained in the Barrack Regulations.

Commanding officers are permitted to purchase materials from executive engineers' store-yards.

1886. Commanding officers are permitted to purchase such materials as they may require from executive engineers' store-yards whenever they can be spared; they are also permitted to indent, on payment, for such stores and materials as may be available in the arsenals and magazines, which will be supplied whenever they can be conveniently spared: brass and iron castings may also be procured, on payment, from the gun foundry at Kasipur, to be worked up and finished by the artificers of the corps, if the necessary drawings and specifications of the articles wanted accompany the requisition.

Charges for work done to be made according to a fixed tariff.

1887. Charges for work done are to be made according to a fixed tariff, or by the job calculated at so many hours' work, and paid according to the fixed rate per hour. Fifty per cent. on the cost of labour employed is to be charged on government and private work for wear and tear of tools. The tariff and rates are to be hung up in the workshops and levied by the commanding officer. Every inducement is to be given to the soldier to invest the profits arising from the exercise of his craft in the regimental savings bank.

Regimental workshops should be encouraged to tender for contracts.

1888. Regimental workshops should be encouraged to tender for such contracts as, with the labour and means at their disposal, they may be able to carry out; but in the case of government contracts, the commanding officer must previously satisfy himself that the fund is in a position to bear a reasonably estimated loss on it. Government is prepared to deal liberally with workshops in releasing them from obligations which, under certain circumstances of misapprehension or unforeseen contingencies, they are unable to fulfil; but under no circumstances can any claim be put forth for any losses they may suffer by their contracts.

Accounts of regimental workshops.

1889. The accounts of regimental workshops are to be kept according to the forms given in Appendices, Nos. 15 to 21.

Tradesmen to be equally distributed among companies.

1890. Tradesmen are, as far as possible, to be equally distributed among companies, so that, in the event of the regiment being divided, each portion of it may be provided with artisans.

Workmen in regimental workshops to be under charge of the pioneer sergeant.

1891. The workmen in regimental workshops are to be under the charge of the pioneer sergeant if qualified, superintended by a selected commissioned officer. If well-drilled and well-conducted soldiers, they are to be excused ordinary parades in hot weather; but they are invariably to appear at all general parades, and at all drills in the drill season, so as not to lose the advantage of previous instruction; they are also to take their tour of all duties, save those of fatigue. Defaulters and all soldiers who make a bad use of their savings are not to be allowed to work.

IV.—Miscellaneous.

Transfer of Regimental Property.

Course adopted on relief.

1892. Whenever a regiment is ordered in the usual course of relief to quit a station, the officer commanding will apply to the officer commanding the division or district, one month before the date fixed for marching, for a committee of valuation upon any station fixtures, such as soldiers' theatres, skittle-alleys, &c., that must necessarily be disposed of; and general officers commanding divisions and districts are authorised, in communication with the military authorities of a command to which such corps will proceed, to despatch in advance, at the public expense, a commissioned officer from each British regiment in sufficient time to be its representative on this committee.

Composition of committees of valuation.

1893. These committees are to be composed, when practicable, of an equal proportion of officers from the relieved and the relieving regiment, to be named by their respective commanding officers; the executive engineer of the station being also, in all cases, placed upon the committee; the president, if possible, to be a field officer not belonging to either corps, and to be appointed by the officer commanding the station. When it may not be possible to obtain an equal number of officers from both corps, the convening officer is required to pay special attention to the composition of the committee, so as to avoid the probability of subsequent complaints. And when a representative of the relieving corps cannot

IV.—Miscellaneous—*concld.*

attend, the committee should be entirely composed of officers unconnected with the questions for decision.

Disposal of proceedings.

1894. The proceedings are to be forwarded through the usual channel for the confirmation of the general officer commanding the division or district, and, when confirmed, the relieving regiment will be put in possession of the valued property, and will pay from its canteen fund to that of the relieved regiment the amount awarded by the committee. In cases of dispute, the decision of the general officer commanding the division or district shall be final.

Transfer of station fixtures.

1895. As the application of the preceding rules does not extend to other than station fixtures, commanding officers of corps concerned are invariably to communicate with each other, before the assembly of the committees above alluded to, in regard to regimental property other than station fixtures, which they may wish to take with them or to leave behind, as the case may be, with a view to an amicable arrangement being made for exchange or purchase.

Temporary charge of property on departure of a corps.

1896. In the case of a regiment leaving a station before being relieved, all regimental property requiring to be transferred to a relieving corps will be collected by the regimental authorities in convenient rooms or buildings which can be properly secured. The keys will then be made over to the public works department (barrack department in Madras) with an inventory, which will be verified by an officer of the out-going regiment in the presence of the representative of the public works department (barrack department in Madras), who will, on the arrival of the in-coming regiment, hand over the property in like manner.

Of a battery mess on departure before relief.

1897. When a battery leaves a station before being relieved, and there are no means of retaining the mess property in regimental charge, it should be dealt with in accordance with the instructions contained in the foregoing paragraph; and if the value of the property renders the employment of extra guards advisable, the cost of such guards must be defrayed from the mess fund.

Disposal of canteen property on a regiment being ordered to Aden.

1898. A British regiment under orders for Aden will, on publication of the relief, obtain from the battalion about to be relieved a list of the canteen property in its possession; it will then sell such of its own canteen property as it will not be likely to require, in the same manner as if it were finally leaving India.

In cases of dispute, prices will be fixed as laid down in the preceding paragraphs. No articles will be estimated as lasting more than ten years, a reduced period being fixed for those more perishable. A percentage of deterioration for each year they have been in use will be deducted from the original cost price.

Section XVI.—MOVEMENT OF TROOPS BY LAND.

I.—Marches. | II.—Detachments.

I.—Marches.

General regulations.

1899. The general rules for movement of troops inland are laid down in the "Transport Regulations," part II.

Provost sergeants to assist the deputed civil officers.

1900. Provost sergeants and others, who may be appointed by commanding officers to preserve order on the line of march amongst followers or stragglers, should be instructed to give assistance to the civil officer for the arrest of offenders, and to do the like without special appeal from him; failing which, they should be liable to trial when neglect or non-compliance can be proved against them.

Junior officers to wait on senior with a present state.

1901. The commanding officer of a corps or detachment on entering any station on the line of march will wait upon the officer commanding the station, if a senior, as soon as practicable after arrival, with a present state of the troops under his command. If the officer commanding the corps or detachment be senior to the officer commanding the station or post, then it will be the duty of the latter to wait upon the former, accompanied by his staff officer, to receive any orders the senior may desire to give.

Cart funds.

1902. In Madras, to assist in defraying the expenses attending the hire of carts from one station to another, in course of relief, a cart fund may be established in a native regiment; but it is to be considered optional for the men to join it or not. Stoppages to commence after a regiment shall have been two years at its new station to meet the probable expenditure on the next march,—the rate of monthly stoppages from each rank being determined regimentally. The stoppages from regiments on foreign service to commence after they have been a year and a half abroad, to pay for the carriage of their families to regimental headquarters.

Money collected to be placed in savings bank.

1903. The money collected in the cart fund is to be placed periodically in the government savings bank, a small sum being reserved in the regimental cash chest to adjust the estates of casualties, &c., the deposit being made in the individual name of the commanding officer or the adjutant, or both; any loss of interest, occurring on changing the depositor's name, being adjusted regimentally. Interest will be allowed by the savings bank on deposits up to ₹3,000, at the rate of 3¾ per cent. Further or surplus deposits should be invested in non-transferable treasury notes, bearing interest at rate of 4 per cent. per annum, the limit of total deposits being fixed at ₹10,000.

II.—Detachments.

Appointment of British officers to detachments.

1904. The appointments of commissioned staff, which are authorised for detachments of British recruits, or of drafts proceeding from the presidencies to the upper provinces, or stationed temporarily in a cantonment or garrison, but not attached to, or doing duty with, a corps, also for detachments of invalids and time-expired men and others proceeding to the port of embarkation, are to be made by the officer commanding the division, district, or station from which the detachments move.

Proportion of British officers.

1905. To ensure a proper control over parties of British recruits on the march, the maximum number to be placed under the charge of one officer is to be fifty; and whenever practicable, three officers, with non-commissioned officers, are to be attached to every hundred men.

Selection of officers to do duty with British troops.

1906. The officers selected for duty with detachments of British troops must have experience of British soldiers. The names of officers so appointed are to be specified in division, district, or station orders.

Appointments on the staff do not require confirmation.

1907. The regulated proportion of detached staff appointments, both commissioned and non-commissioned, are detailed in vol. I, part I, Army Regulations, India. Orders appointing individuals to the non-commissioned staff are, when the appointments are within the authorised proportion, sufficient authority in themselves for the extra allowances, and do not require confirmation.

Appointment of extra staff.

1908. When additional appointments become necessary by an increase to the strength of the detachment, application is to be made to the officer who directs the men to join. On the reduction of detachments during progress, a corresponding alteration is to be made in the staff.

Arms, &c., for detachments.

1909. Arms and accoutrements, in the proportion of ten sets for every hundred men, are to be furnished to all detachments of British recruits in progress to the upper provinces.

Officers available for duty with invalids.

1910. Detachments of invalids, &c., proceeding to the port of embarkation, are to be officered by general officers commanding divisions and districts, from officers of the British service serving in their commands who have been detailed for the regimental depôt, or who are entitled to a passage at the public expense.

When a sufficient number of qualified officers are not available.

1911. When a sufficient number of officers entitled to passage at the public expense are not available, officers proceeding home on private affairs are to be attached to the parties; but these officers have no claim to embark with the troops, unless there are no officers at the port of embarkation entitled to free passages available to relieve them. When no officers proceeding on leave are available, a report must be made to the adjutant-general (by telegraph if necessary). Detachments of invalids are invariably to be commanded by officers of the British service who are entitled to free passages; and officers thus appointed are to retain possession of all the papers handed over to them until they arrive at Netley and give over their respective parties.

Detachments of invalids to be commanded by officers, of British service entitled to free passage.

Care to be taken of young soldiers.

1912. Officers commanding detachments are to be careful in preventing all avoidable exposure of recruits to the sun, and in observing such sanitary measures as are necessary to the well-being of the men.

II.—Detachments—*concld.*

Duties of divisional and district commanders with regard to detachments.

1913. Officers commanding divisions and districts, through which detachments of recruits pass, are to adopt measures to ensure their uninterrupted progress up the country, so as to prevent the loss of health attending upon exposure under canvas during the hot season; and they are to take care that no detachment is left without a medical officer.

Advice to officers commanding detachments.

1914. Officers appointed to command detachments of all kinds, are to make themselves acquainted with the orders contained in this section, and with the rules laid down in Transport Regulations, part II, relating to the movement, &c., of detachments. They should supply themselves with blank forms of requisitions, reports and states, &c. Staff officers of despatching stations are to provide officers commanding detachments with copies of all requisite forms.

Caution regarding government property.

1915. An officer commanding a detachment should ascertain, previous to marching, that all the documents and orders connected with the troops have been made over to him; and that the arms, accoutrements, camp equipage, and other articles of government property are in good order and correspond with the receipts he has given. During the march, should he make over government property of any kind, he should be careful to receive duplicate receipts, one for his own use and the other for the paymasters of corps, or officers commanding batteries concerned.

British troops travelling by railway in winter to take their blankets in railway carriages.

1916. British troops travelling by railway during winter months are to take their blankets with them in the railway carriages, instead of having them locked up with their kits in the baggage wagons.

Rules regarding refreshments to small parties of soldiers travelling by railway carriages.

1917. Officers in command of parties of soldiers travelling by railway, will adopt such measures as shall ensure order being maintained when the men are permitted to leave their carriages to obtain refreshments at railway stations. As many non-commissioned officers and men as may be necessary are to be detailed for this duty, and when the party is a large one, it is to be regularly formed up on the platform, and the men admitted to the refreshment bars in successive sections. Should the time the train stops at the station not admit of this arrangement, or it be for other reasons more convenient, the beer or other refreshment allowed should be served out on the platform.

Signatures of requisitions, &c., when no British officer is present.

1918. With small detachments of British troops when no officer is in command, the ration-money certificates, and review rolls of carriage employed for departmental purposes, are to be signed by the executive commissariat officer and countersigned by the staff officer of the station. The vouchers of the medical department are to be signed by the officer of the subordinate medical department, when one is present with the detachment, and countersigned by the administrative medical officer of the circle. The vouchers for all other purposes will be signed by the staff officer of the station. The requisitions for the original engagement of establishments are to be signed by the officer commanding the corps from which the greatest number of men may be detached, and countersigned by the proper officials as prescribed by the regulations.

SECTION XVII.—CANTONMENTS.

I.—General Rules.
II.—Grant of Land.
III.—Cantonment Committees.
IV.—Conservancy (Madras).
V.—Barracks and Barrack Furniture (Madras and Bombay).
VI.—Lines.
VII.—Regimental and Station Bazars.

I.—General Rules.

(BENGAL AND BOMBAY.)

Cantonment rules and regulations to be strictly enforced.

1919. The rules and regulations laid down by government for the administration of military cantonments are to be strictly carried out in the cantonment to which they are applicable. A copy of all such rules and regulations in English and in the vernacular language chiefly in use, is to be hung up in some conspicuous part of the office of the cantonment magistrate, or in such other place as the local government or the commanding officer may direct.

Registration of births and deaths.

1920. A careful registration of all births and deaths, among the native population of cantonments, whether military or non-military, including all residents and servants in private compounds and regimental bazars, is to be kept up in all military cantonments.

(*a*) This duty of registration will devolve on the cantonment magistrate and his establishment, assisted when necessary by the military authorities.

(*b*) At stations where there are no cantonment magistrates, the duty will be performed by the station staff officer under the orders of the commanding officer.

(*c*) In addition to keeping up the daily register of such births and deaths, a monthly summary of such registration will be accurately prepared by the cantonment magistrate or station staff officer, as the case may be, who will forward it to the sanitary commissioner of the province in which the cantonment is situated, and a copy to the sanitary officer for the information of the cantonment committee.

(*d*) A similar register of all births and deaths among European and Eurasian residents, who are not included in the regimental returns, should be kept up; but of this no summary is required.

(*e*) All registration records are to be carefully preserved in each station.

(*f*) It is incumbent on the head of every family, under penalty, to report the occurrence of any birth or death in his family within 24 hours.

I.—General Rules—*contd.*

Limits of cantonments to be defined.

1921. The limits of all military cantonments are to be defined by pillars of masonry, erected at each angle of the boundary line, and which are to be replaced whenever they have been destroyed or are not forthcoming.

Boundaries of bazars to be defined.

1922. The boundaries of sadr, station, and regimental bazars, and of any villages within the limits of cantonments, are also to be defined by pillars of masonry; and all houses, walls, or enclosures improperly built beyond the authorised boundaries, are to be thrown down, and the ruins and fences removed at the expense of the proprietor or persons by whom they were erected.

Deviations from fixed limits prohibited.

1923. No deviation from the fixed limits of a cantonment is permitted without the sanction of government, to be applied for through the quartermaster-general's department; no alteration of the limits of lines, bazars, or compounds can be made without the authority of the commander-in-chief.

Disposal of useless ground.

1924. In Bengal, when from any cause any portion of land which has been taken up for military purposes is found to be no longer required for such, a report to that effect is to be made by the commanding officer to the quartermaster-general in order that it may be made over to the civil authorities.

Wells to be protected.

1925. Every masonry well situated on public sites, in all military cantonments, is to be surmounted by a masonry top, not less than two feet above the ground; and every earthen well is to be surrounded by a mud wall, three feet high. Wells used for drinking purposes should be provided with wooden covers, unless otherwise protected.

Roads to be named.

1926. The streets and roads in cantonments are to be distinguished by names to be affixed where practicable in a suitable manner to adjacent walls or buildings: they should be named after distinguished men, either British or oriental, or in commemoration of great events, or according to professions or trades occupying certain streets.

Houses to be numbered.

1927. Officers commanding stations have authority to direct that numbers be affixed to houses or compounds in cantonments; the expense being borne by the owner or by the cantonment fund, and not by government, save for buildings actually used for public purposes, or the property of government. Residents may also be directed to affix their names and designations on their houses, compound walls, or gateways.

Residents to affix their names.

Excavations in cantonments.

1928. Residents in military cantonments are prohibited from making excavations on any ground within the boundaries, except those made by permission to furnish materials for building, which are to be filled up again, when no longer required, at the expense of the individual concerned.

Trees to be planted in all stations.

1929. Trees should be planted in all cantonments in the public spaces in the vicinity of barracks and along the principal roads. In new stations the cost will be sanctioned by government on submission of an estimate; in other stations the cost of renewing and planting trees will be met by the cantonment funds.

I.—General Rules—*contd.*

Unauthorised taxes not to be levied.

1930. The levy of any tax, duty, or dasturi, other than those duly established by government, within the precincts of a military cantonment or bazar, is strictly prohibited.

Fines for pounded cattle.

1931. Commanding officers of stations where cattle pounds are established and are under charge of cantonment authorities, are authorised to order all cattle and animals found straying or grazing within cantonment boundaries to be pounded, and to levy from the owners, in addition to all charges for their feed, a fine on the following scale: 8 annas for each camel or buffaloe; 4 annas for each horse, pony, bullock, or cow; 2 annas for each calf or ass; and one anna a day for each sheep or goat.

Sale or release of pounded cattle.

1932. Cattle which may have remained seven days in the pound without being claimed are to be sold by public auction, after expiration of a further period of seven days from date of due notice publicly given, and the proceeds of the sale, less the amount of fine and cost of feeding, are to be kept in deposit in the cantonment fund for payment to the late proprietors of the cattle, on their substantiating their claims within three months from the date of sale, at the expiration of which period all unclaimed deposits are to be transferred to the credit of cantonment funds, for disposal under the "Cattle Trespass Act" (I of 1871).

Disputed points to be settled by the magistrate.

1933. Commanding officers are to comply with applications from the civil authorities for the release of pounded cattle, leaving to the magistrate the settlement of any disputed points.

Visit of sanitary commissioner to a station.

1934. When the sanitary commissioner inspects a military station, he will be attended by the officer of the quartermaster-general's department attached to the command; or, in his absence, by a responsible staff officer of the station.

Officers to perform duties connected with cantonments.

1935. All matters connected with cantonment lands and boundaries will be conducted, under the orders of the commanding officer, by the officer of the quartermaster-general's department at the station, or, in his absence, by the cantonment magistrate or the staff officer of the station, assisted, if necessary, by the executive engineer. Questions requiring the decision of higher authority are to be referred to headquarters through the quartermaster-general (para. 2505, section XXII.)

Rent or sale of private buildings.

Officers and others who have a prior right to houses in cantonments.

1936. A military cantonment is, as its designation implies, a locality set apart primarily for military and medical officers, chaplains, soldiers, subordinates attached to the troops, and the officers and subordinates of all departments connected with the housing and supplies of the troops, for whom houses situated within such limits are by priority of right available. Regimental officers are required ordinarily to live near the barracks or lines of their respective corps.

Officers and officials allowed to reside in cantonments.

1937. Civil and political officers of government, and officials belonging to the public works department and railways, are permitted to reside within the limits of military cantonments whenever the public interest

I.—General Rules—*contd.*

may require that they should so reside, or whenever special grounds may exist for granting the indulgence, such as the want of other available shelter, or the necessity of ensuring their personal safety; but these exceptions are not ordinarily to interfere with the priority of right possessed by military officers or others on duty at the station to the houses within its boundaries.

Procedure in ejectment of non-military residents.

1938. In the event of a house in cantonments occupied by a non-military resident being required for an officer, a formal notice should be served on the occupant requiring him to vacate by a certain date, and warning him that, in the event of his declining, or failing to comply, legal proceedings will be taken to enforce compliance. Should the notice (which should be personally served if possible) fail of effect, intimation of the same should be forwarded to the local government, in order that the necessary steps may be taken in the matter. Commanding officers should not, however, have recourse to this measure except under the most unavoidable circumstances, when houses are legally claimable and absolutely necessary for the accommodation of officers whose services are actually required in the station, and for whom shelter is not available within a fairly reasonable distance, of their duty. In the case of officials mentioned in paragraph 1937, applications for their removal are to be made to the commander-in-chief through the quarter-master-general for submission to government.

Ejection not to be resorted to excepting under most unavoidable circumstances.

Committees of arbitration to be assembled when disputes arise regarding rent or sale of house.

1939. The owner of any house in a military cantonment not occupied by a person belonging to the army on duty at the station, or by a person directed or authorised by government to reside therein, (para. 1937), may be required to rent the same to any military officer belonging to the station who may require it to reside in, if the officer commanding the station is satisfied that there is no other suitable house available, with due regard to the rank of the claimant and to the duties he may have to perform. In every such case, however, if the owner may have formerly intimated to the officer who has so obtained the house, his desire to sell rather than to let it, and the offer has not been accepted, the officer may at any time be required to vacate it within a week of his receiving notice through the staff officer of the station that the house has, with the consent of the commanding officer of the station, been sold to another military officer on duty at the station, who requires it for his own residence. The rent to be paid in such cases, or the price to be paid for the house when the claimant accedes to the owner's desire that he shall purchase it, is to be fixed, in the event of the parties disagreeing as to the amount, by a committee of arbitration to be assembled by order of the officer commanding the division or district, after he has fully satisfied himself as to the necessity for the same, and that the application for the committee is not opposed to the orders of government (paragraph 1947).

Owner to elect whether he will ent or sell.

1940. In all cases of dispute, the owner should be called upon, previous to the assembly of the committee of arbitration, to elect whether

I.—General Rules—*contd.*

he will rent or sell his house: should he elect to rent the house, the committee cannot compel him to sell it.

Houses to be let by the month only.

1941. Houses situated within the limits of military cantonments that may be declared to be for hire can only, according to these regulations and customs, be let by the month.

Reduction of rent not claimable by tenants.

1942. A tenant who has once taken possession of a house, or who is occupying it, cannot appeal for any reduction of rent which he may have agreed to pay, nor can a committee be assembled to arbitrate on this point.

Composition of committees.

1943. Committees of arbitration are to be composed of a civil officer (the principal one, if practicable, at, or in the vicinity of the station), the commanding officer of the cantonment, and any other individual (who need not belong to either the civil or military services whom the proprietor of the house may please to nominate. When the commanding officer of the station is an interested party, the next senior officer is to be nominated one of the committee in his stead.

Transfers of houses on relief.

1944. When a house is transferred from one officer to another on the occasion of a relief, and a difference arises as to terms, the price or rent is to be fixed by a committee constituted as above, with an additional member to be nominated by the intending occupant or purchaser.

Decision of committee is final.

1945. In the case referred to in para. 1939, the decision of the committee of arbitration is to be conclusive, unless it be reversed by government, for whose orders the proceedings are to be submitted through the regular channel, whenever the proprietor of the premises is dissatisfied with the award; but in the case referred to in para. 1944, there is no appeal from the decision of the committee, which is to be final.

Notice of committee's assembly to be given to owner.

1946. Due notice must, in every instance, be given to proprietors of premises, or to their agents, by the commanding officer of the cantonment, of the intention to hold a committee thereon; and in the event of the owner or agent neglecting to nominate a member of such committee after having received the notice,—which, if the owner or agent be a non-resident in the cantonment or its vicinity, is to be taken to mean an official notification dated one month prior to the day on which the committee is to assemble,—the commanding officer will, under the orders of the officer commanding the division or district, nominate a member of the committee to represent such proprietor, and the committee will thereupon proceed to arbitration.

No claim to special allotment on return from leave, &c.

1947. When an officer to whom a house in cantonments has been specially allotted under these regulations may choose, on going away on leave or on temporary duty, to give it up, he has no right to claim the special allotment of a house on his return, under the provisions of para. 1939, should a suitable one not be at the time available for rent. In the event of any special circumstances rendering a departure from this rule necessary, the case should be referred to the quartermaster-general, for the decision of the commander-in-chief.

Procedure in case of repairs being required when landlord objects to execute them.

1948. In the event of the tenant of a house considering that the house requires repairs, and of his being unable to induce the owner to execute them, he should call on his landlord to join with him in appointing a committee of arbitration to decide the question. If the cantonment rules are in force, the committee will be composed of one civilian, the officer commanding the station, and two officers or European residents, to be appointed, one by the landlord and the other by the occupant; otherwise the landlord should be called on to name an arbitrator to act with one to be named by the occupant, who are together to appoint a third in case of difference. In either case the landlord should be informed that, unless within a named time he either executes the necessary repairs or joins in the reference, the occupant will have the repairs done on the landlord's account and risk at the public works departmental rates, and that the costs will be set-off against the rent.

Demolition of ruined buildings.

1949. In stations where there are no cantonment committees, commanding officers are to obtain the sanction of government through the commander-in-chief previous to convening committees of arbitration for the valuation of ruined buildings, which, for sanitary or other purposes, it may be considered advisable to demolish and remove.

Purchase of buildings for public purposes.

1950. In cases where buildings in cantonments are required for public purposes, the officer of the public works department in executive charge will, under the authority of the officer commanding the division or district, settle for the valuation and purchase of the same according to the rules of the public works department, and recourse is only to be had to committees of arbitration in the event of any disagreement, and on the application of the executive engineer or of the proprietor of the premises.

Procedure in case of renting buildings for public purposes.

1951. Whenever it may be necessary to rent buildings for the use of the troops, the officer of the public works department on the spot is in all cases to arrange for the hiring of such buildings, and to obtain sanction for the arrangements in communication with, and assisted by, the local military authorities; and officers commanding stations are to bear in mind that they are bound to direct the officer of the public works department to make all necessary provision for accommodating the troops in any emergency, whenever this is possible, rather than to act themselves, and thus accept a grave pecuniary responsibility in the event of their action being disapproved of. When, however, the local military authorities have been obliged to act themselves, owing to the absence of the executive engineer from the station, it is the duty of such officer on his return to suggest to them any modification of the arrangements which his knowledge and experience might suggest as better for the soldier or more for the interest of government, and also to submit the arrangements for sanction as if originally made by himself.

I.—General Rules—*contd.*

Disputes to be reported.

1952. Officers commanding stations are required, in cases of disputes relative to houses or lands in cantonments, before taking action thereon, to submit the same with their opinion for the consideration and approval of the general officer in local command, who will transmit them to the quartermaster-general if he is unable to decide them himself.

Mosques, &c., not to be occupied.

1953. On no account is any church, chapel, mosque, temple, tomb, or other building devoted to religious use, to be occupied as a dwelling-house or for any other purpose without the full and free consent of the persons interested in it, and the sanction of the principal civil or political authority on the spot.

Cantonment limits.

1954. The limits of cantonments or bazars shall be marked by the local magistrate or political agent and commanding officer in conjunction; in marking out the limits of new cantonments, private property is not to be included therein.

Report and plan to be prepared.

1955. When the local magistrate and commanding officer shall, in conjunction, have marked the limits, a report and plan thereof are to be signed by both these officers and submitted through the quarter-master-general for the approval of government and for publication. When approved in general orders, the limits are then to be marked by pillars or in some other equally permanent manner.

Changes to be registered.

1956. A plan of every cantonment so marked and signed will be kept in the quartermaster-general's office, where it will be duly registered, and a copy thereof, with a register of enclosures, will be furnished by the divisional or district assistant quartermaster-general to each brigadier or station commanding officer, who is to report to divisional head-quarters all changes in boundaries or occupations as they occur. All such changes are to be reported by the divisional assistant to the quarter-master-general, to enable him to correct the registers and standard plans in his office.

Alteration of limits.

1957. Whenever an alteration may be required in any part of the limits of a cantonment which have been regularly marked out and published, the magistrate and commanding officer are to draw up and sign a report and plan of the entire limits, as proposed after alteration, and a new description will then be published in general orders, which will be considered to supersede and cancel the previous plans and register.

Extension of limits.

1958. When an extension of cantonment limits, or the acquisition of ground for other military purposes is proposed, the general officer commanding the division concerned will prepare (in communication with the civil authorities) a sketch plan exhibiting the ground asked for, together with a description of the same. This plan and description, accompanied by a detail of the reasons for which the acquisition of the land is urged, and a statement of the probable cost of obtaining possession, will be submitted for the information of His Excellency the commander-in-chief, who, should the object to be attained by the proposed acquisition warrant the proceeding, will forward the same for the sanction of government.

I.—General Rules—*contd.*

Unauthorised buildings.

1959. The preservation of cleanliness is of the first importance, and to this end the encroachment of huts or shops, temporary or otherwise, beyond the space already marked out for that purpose, or extending enclosures or courtyards, without the sanction of government, is to be particularly prevented; any person erecting such buildings without this necessary sanction will be liable to have them demolished, and to be required to remove the materials at his own cost.

Drains and water channels.

1960. All persons residing within military cantonments are required to keep all drains and water channels in and about their premises free from obstruction; to remove all causes of malaria; to keep their hedges, inner and outer, cut to the height of four feet from the level of the road, and not more than two feet in breadth, and branches of trees lopped off to the height of six feet from the ground.

Civilians to conform to rules.

1961. Civil officers residing or having their offices in a military cantonment shall conform to the general cantonment rules in regard to cleanliness, order, and safety from fire in houses and grounds, as laid down for all other residents.

Unoccupied houses.

1962. Unoccupied houses and grounds in cantonments must be kept in a proper state of order and repair by the owners. Whenever, after due warning, such houses or grounds are left unrepaired to such extent as to be prejudicial to health, or to the appearance of the cantonment, application will be made to government to direct the former to be sold and cleared away, and the latter resumed; the proceeds of sale, after paying for the expenses of clearing, to be paid to the owner.

Out-houses.

1963. No thatched or grass or mat out-houses are to be built in the officers' lines in cantonments.

Regimental and Departmental lines.

1964. The regimental and departmental lines, and all unoccupied ground in military cantonments, are to be guarded from the intrusion of persons unconnected with the corps or departments for whom the lines are intended.

Registry of inhabitants.

1965. A registry is to be made and kept of the inhabitants of every sadr and regimental bazaar above referred to, as a means of preventing unauthorised intrusion, and also with a view to facilitate statistical inquiries (*vide* Division VI).

Preservation of trees.

1966. Trees standing in the compounds of houses within cantonment limits are not private property. When for sanitary or other reasons it is desirable to lop or cut down any such trees, the timber is to be considered the property of the house-owner. Owners or occupants are prohibited from cutting down or lopping any trees within the compounds without the consent of the cantonment committee.

Private lands for military purposes.

1967. The use of private lands for military purposes should be obtained through the quartermaster-general.

Periodical reports of changes.

1968. On the 1st of January of each year, periodical reports, in duplicate, on Bombay Form No. 211, are to be submitted, showing for each cantonment whether any buildings, houses, &c., have been newly

I.—General Rules—*contd.*

erected during the period, whether any have been pulled down, and what property has changed hands. These documents should be signed by the officer commanding the cantonment and the cantonment magistrate, or staff officer in charge of the register, who will be held responsible that the details are full and complete in every particular.

MADRAS.

1969. Cantonments occupied by troops of the Madras presidency are under rules as follows:— Legislative Acts regarding cantonments.

Secunderabad, Kamptee, Raipur, Cuttack, Rangoon, Tonghoo, Thayetmyo, Moulmein — Under rules laid down in Bengal Act III of 1880, formerly Bengal Act XXII of 1864.

Belgaum—Under rules laid down in Bombay Act III of 1867, held to be rules under Bengal Act III of 1880.

St. Thos.' Mount, Poonamallee, Wellington, Palaveram — Under rules laid down in Madras Act I of 1866.

Cannanore, Bellary — Chapters V and VI only of the above applicable.

Trichinopoly—Chapter VI only of the above applicable.

The above Acts have not been made applicable to the cantonments not entered.

1970. The rules contained in these Acts have reference particularly to subjects connected with public health, safety, decency, &c. In addition, the following military rules are laid down for guidance. Additional military regulations.

1971. A military cantonment is, as its designation implies, a locality the military limits of which have been defined under the authority of government, and which is set apart primarily for military and medical officers, chaplains, soldiers, European and East Indian subordinates and their families; for whom houses situated within such limits are by priority of right available. This rule, however, is not to interfere with gentlemen of the covenanted civil service, as regards the houses usually occupied by them in military cantonments. Definition of a military cantonment.

1972. Regimental officers are required to live as near their lines or barracks as is practicable. A certain number of houses for each regiment will, therefore, be set apart in each cantonment, by local commanding officers, and every opportunity should be taken advantage of to adjust the present inconvenient distribution of officers in cantonments so as to bring all stations under the above arrangement in course of time. Staff officers may be allowed to live in any part of a cantonment. Officers' residences.

I.—General Rules—*contd.*

Accommodation for others.

1973. Other claims for house accommodation noted in the margin for gentlemen and others will be considered and adjusted by the officer commanding the station, with due respect to their rank and position, and with regard to the availableness of houses in the cantonment for their use. But these gentlemen cannot retain any house that may be absolutely required for an officer of the military force at the station.

Officers, Public Works and other Departments.
European and East Indian subordinates, &c., in the Civil or Public Works Department.
Missionaries and other residents.

Tenure of houses.

1974. Houses within the limits of a cantonment, built on ground the property of government, whether held on lease or not, are liable to be occupied as above, under the control of the officer commanding the station. Houses built on land not the property of government, or held on freehold tenure, or occupied as shops, are exempt from this liability.

Removal of non-military tenants.

1975. In the case of necessity arising, requiring the removal of a non-military tenant to make way for an officer, not less than one month's notice in writing must be given to the owner as well as the tenant of the house that the house in question is required. No *summary* ejectment is ever to be permitted, and the greatest consideration should be shown to the occupant whose removal on public grounds is rendered necessary. The officer commanding the cantonment may, however, extend the period of such notice, when circumstances will admit of it, and other quarters should be provided for the person if removed as above, whenever practicable.

Plans of cantonments.

1976. The limits of every military cantonment are to be clearly defined, boundary stones or pillars being erected where there are no well-marked natural boundaries. A plan of each cantonment, on a scale sufficiently large to show every building in it, is to be kept in the office of the quartermaster-general and that of the divisional quartermaster-general, or station staff officer.

Boundaries of bazaars to be defined.

1977. The boundaries of sadr, station, and regimental bazaars, and of any villages within the limits of cantonments, are also to be defined by pillars of masonry; and all buildings erected beyond the proper boundaries, or assigned limits, are to be thrown down, and the ruins removed at the expense of the proprietor.

Deviations from fixed limits prohibited.

1978. No deviation from the fixed limits of a cantonment, or from those of the lines, bazaars, or enclosures surrounding government buildings, is permitted without the sanction of government, to be applied for through the quartermaster-general's department.

Disposal of useless ground.

1979. When from any cause any portion of the area of an existing cantonment is found to be no longer required for military purposes, a report to that effect is to be made by the commanding officer to the

I.—General Rules—*contd.*

quartermaster-general, in order that it may be made over to the civil authorities.

1980. A register of houses occupied and vacant, showing the rent of each, is to be kept in the station staff office, alterations being made in it from time to time, and no house is to be taken by any non-military officer unless with the concurrence of the officer commanding the station, whose duty it will be to see that such occupancy of the house will not interfere with public convenience. Register of houses.

1981. In order that the number of dwelling-houses in a cantonment available for civil and military officers, and officers of public departments, missionaries and others, may not be unduly diminished, no house, built on government land or land leased from government, or assigned to government, for its own use, hitherto occupied as above, shall be converted into a shop, or otherwise rendered unsuitable as a residence, except under the sanction of the officer commanding the station; but any houses occupied as shops will not be liable to be registered as dwelling-houses, unless the owners wish it, or His Excellency the commander-in-chief may consider it absolutely necessary. Houses to be kept as residences.

1982. At stations such as Secunderabad, where the ground is foreign territory, but assigned by the *Nizam's* government to Her Majesty's government for military purposes, the above rules, as regards the rental of houses and allotment of officers in the cantonment are to have equal effect. Bangalore is specially exempted from the operation of these rules. Kamptee and Cuttack are under the Bengal cantonment rules. Certain stations at which these rules do not apply.

1983. In ordinary cases, the decision of the station commanding officer should be considered final, but appeals may be heard and decided by the officer commanding the division or district, and, if necessary, they may be submitted for the orders of the commander-in-chief—those submitted by gentlemen of the civil service being forwarded with the observations of His Excellency for final disposal by government. Appeal.

1984. Every masonry well situated on public sites, in all military cantonments, is to be surmounted by a masonry top, not less than two feet above the ground; and every earthen well is to be surrounded by a mud wall, three feet high. Wells used for drinking purposes should be provided with wooden covers. Wells to be protected.

1985. The streets and roads in cantonments are to be distinguished by names to be affixed where practicable in a suitable manner to adjacent walls or buildings: they should be named after distinguished men, either oriental or British, or in commemoration of great events, or according to professions or trades occupying certain streets. Roads to be named.

1986. Officers commanding stations have authority to direct that numbers shall be affixed to houses or compounds in cantonments; the expense being borne by the owner or by the cantonment fund, and not by government, save for buildings actually used for public purposes, or Houses to be numbered.

the property of government. Residents may also be directed to affix their names and designations on their houses, compound walls, or gateways.

Excavations in cantonments.

1987. Residents in military cantonments are prohibited from making excavations on any ground within the boundaries except those made by permission to furnish materials for building which are to be filled up again, when no longer required, at the expense of the individuals concerned.

Trees near barracks.

1988. Trees should be planted about cantonments, on the sides of the roads and in the vicinity of barracks, to afford shade wherever such is desirable; but they are not to be planted near public buildings except in communication with the officers of the public works department of the district or cantonment. Trees already planted are to be carefully looked after. The expense incurred in carrying out these measures should be met out of the cantonment funds.

Taxes not to be levied.

1989. The levy of any tax, duty, or dustoorie, other than those duly established by government, within the precincts of a military cantonment or bazaar, is strictly prohibited.

Disputed points to be settled by the magistrate.

1990. Commanding officers are to comply with applications from the civil authorities for the release of pounded cattle, leaving to the magistrate the settlement of any disputed points.

Visit of sanitary commissioner to a station.

1991. When the sanitary commissioner for India inspects a military station, he will be attended by the officer of the quartermaster-general's department attached to the command, or, in his absence, by a responsible staff officer of the station.

Registration of births, deaths, and marriages.

1992. A careful registration of all births, deaths, and marriages among the *native* population of cantonments, whether military or non-military, including all residents and servants in private compounds and regimental bazaars, is to be kept up in all military cantonments.

(*a*) This duty of registration will devolve on the cantonment magistrate and his establishment, assisted when necessary by the military authorities.

(*b*) At stations where there are no cantonment magistrates, the duty will be performed by the station staff officer under the orders of the commanding officer.

(*c*) In addition to keeping up the daily register of such births, deaths, and marriages, a monthly summary of such registration will be accurately prepared by the cantonment magistrate or station staff officer, as the case may be, who will forward a copy of it to the sanitary officer for the information of the cantonment committee.

(*d*) A similar register of all births and deaths among European and Eurasian residents, who are not included in the regimental returns, should be kept up; but of this no summary is required.

(*e*) All registration records are to be carefully preserved in each station.

Officers to perform duties connected with cantonments.

1993. All matters connected with cantonment lands and boundaries will be conducted, under the orders of the commanding officer, by the

officers of the quartermaster-general's department at the station, or, in his absence, by the cantonment magistrate or the staff officer of the station, assisted, if necessary, by the executive engineer. Questions requiring the decision of higher authority are to be referred to headquarters through the quartermaster-general.

II.—Grants of Land.

(BENGAL AND BOMBAY.)

Sanction of commander-in-chief required to occupation of land.

1994. In no case is any cantonment land to be enclosed or occupied without the sanction of the commander-in-chief, and commanding officers are strictly prohibited from allowing any one to occupy a site, under any circumstances whatever, until such sanction has been officially received; nor are the boundaries of compounds to be changed, old roads closed, or new ones opened, without similar authority. Building sites granted to officers in military cantonments should be no larger than is absolutely necessary, conforming as far as possible to the dimensions laid down in the public works code.

Submission of application for land.

1995. All applications for unoccupied ground for the purpose of being enclosed, built upon, or in any way appropriated to private purposes, are to be forwarded, for transmission to the officer commanding the station, through the office of the quartermaster-general's department at the station, or, in his absence, through the cantonment magistrate or staff officer of the station, as the case may be.

Certificate of commanding officer.

1996. The health and comfort of the troops are paramount considerations to which all others must give way, and the commanding officer will be held responsible that no ground is occupied in any way calculated to be injurious to either, or to the appearance of the cantonment. In forwarding to the quartermaster-general any application for a grant, he must certify that it is not objectionable in these or any other respects.

Form of application and certificate of executive engineer.

1997. All such applications are to be made on Bengal Form No. 85, Bombay Form No. 212, and must be accompanied by a sketch or rough plan of the site applied for, embracing the portion of the cantonment adjacent to it, and exhibiting the roads, public buildings, or private estates by which it is bounded; also any line of railway proposed or actually passing through the cantonment; and where the line of railway does not immediately abut on the ground applied for, the direction and distance are to be shown. This plan is to be authenticated by an officer of the quartermaster-general's department at the station, or, when no such officer is present, by the executive engineer of the division, to the effect that no departmental objection is known to the application; and that the grant, if made, does not seem likely to interfere with any building existing, or likely to be required.

II.—Grants of Land—*contd.*

Grants of land to be registered.

1998. All grants are to be registered (public works code,* para. 162, page 201) by the cantonment magistrate where one is allowed, or otherwise by the staff officer of the station; and all grants are to be immediately noted on the plan of the cantonment in the quartermaster-general's office.

Conditions under which ground is given.

1999. No ground will be granted except on the following conditions, which are to be subscribed to by every grantee, as well as by those to whom his grant may subsequently be transferred :—

(*a*) Government to retain the power of resumption at any time, on giving one month's notice and paying the value of such buildings as may have been authorised to be erected.

(*b*) The ground, being in every case the property of government, cannot be sold by the grantee; but houses or other property thereon situated may be transferred by one military or medical officer or chaplain to another on a joint report being made to the staff officer, who will make the requisite entry in the register; except in the case of relief, when, if required, the terms of the sale or transfer are to be adjusted by a committee of arbitration.

(*c*) If the ground has been built upon, the buildings are not to be disposed of to any person who does not belong to the army, until the consent of the officer commanding the station has been previously obtained under his hand.

(*d*) When it is proposed with the consent of the commanding officer to transfer possession to a native, the procedure prescribed in section VII, paragraph 724, is to be adhered to. This rule applies to officers and others in the service of government only, but the sale or transfer of any house in cantonments must first receive the sanction of the local military authorities.

(*e*) The commanding officer has power to cancel the grant if the ground be not brought into use for the purpose specified within twelve months.

MADRAS.

Grants of land.

2000. Applications for grants of land within the limits of cantonments or fortresses will be made in the first instance to the officer commanding the station in the following form. No grants of land will be made except for the purpose of erecting thereon officers' quarters, or

* Edition of 1878.

II.—Grants of Land—*contd.*

shops for the convenience of residents. It will be the duty of the officer commanding the station to see that this purpose is fulfilled.

To

THE OFFICER COMMANDING

(STATION.)

SIR,

I request you will have the goodness to take the necessary steps for my obtaining a government grant for the ground herein described.

Situation of the ground.	Since when enclosed.	Title under which it is held, and whether the property of government or of individuals.	EXTENT OF THE GROUND. Square yards.	Nature of the soil.	How laid out and whether buildings upon it.	BOUNDED ON THE North by	South by	East by	West by

[Here enter certificate of the commanding officer of the station that the ground does not interfere with any parade or military work.]

I am,

SIR,

Your most obedient servant,

Leases.

2001. The officer commanding the station having satisfied himself that there is no objection in a military point of view to the occupation of the ground by the applicant, as also that it does not encroach on or interfere with any public road, parade, or military work, will ascertain from the collector of the district how the land, if the property of government, is entered in his accounts; and what rent has hitherto been assessed on it;—he will then submit the collector's reply, and a sketch showing the boundaries of the ground and its vicinity, accompanied by the application previously made to him, through the officer commanding the division, district or force, to the quartermaster-general, by whom it will be submitted for the consideration of the commander-in-chief. In the event of its being sanctioned, a lease will be prepared by the quartermaster-general, containing the following conditions:—

i.—To hold the lease for 50 years, renewable at the end of every 10 years, at the option of government.

II.—Grants of Land—*contd.*

ii.—To pay a yearly ground-rent as per collector's valuation. To well and sufficiently repair, maintain, amend, and keep the premises and appurtenances in such good and substantial repair as is necessary for the occupation of a tenant at rack-rent. To scour and cleanse all drains and water-courses belonging to the premises, and keep the same free from obstruction. To remove from the premises, and keep the same free from prickly-pear and aloe, and all causes of malaria. Hedges to be of a height not exceeding four feet from the level of the public road in front of, or leading to, the premises. To lop, and keep lopped, the branches of all trees, present and future, which shall grow lower than six feet from the ground.*

iii.—The premises, although maintained in the above order, to be given to government at any time if required.

iv.—The premises to be open to the government authorities, to take plans and examine the condition thereof.

v.—All or parts of requirements if found necessary to be supplied, notice of which in writing to be left at the premises, to be attended to by the lessee within three calendar months.

vi.—Not to do, or willingly cause or suffer, any act or thing to be done, in or upon the premises, to the annoyance, grievance, damage, or disturbance of government or their tenants.

vii.—On assigning the premises to another, a notice in writing, of the assignment, to be given to the officer commanding the cantonment, with full particulars, within three calendar months.

viii.—The monthly rent should be limited to a sum equal to one-twelfth part of a sum equivalent to rupees 15 per cent. per annum on the *bonâ fide* value of the building, to be certified by the local engineer officer.

ix.—To officers the monthly rent to be limited to, and in no case to exceed, either the said sum or the sum of 100 rupees, whichever of the said sums shall be least in amount,—the meaning being that no more than 100 rupees a month as rent can be demanded, although the *bonâ fide* value of the building may be more.

x.—If at any time the tenant, being a military officer, shall consider the rent to exceed the amount mentioned in the foregoing clause, and if the engineer certify to that effect, the lessee should reduce the rent to what the engineer shall fix.

N.B.—This is not intended to do away with the assembly of a house board.

* Quit-rent is not charged in Rangoon, Tonghoo, and Thayetmyo, but in Moulmein this yearly payment is levied by the civil authorities under the denomination either of quit-rent or house-tax.

II.—Grants of Land—*contd.*

xi.—If at any time it is desired to let or sell, the preference should be given to military officers of the cantonment over anybody else.

xii.—If the house is required for the residence of any of the officers of the cantonment, notice in writing to be given to the owner, and after 30 days the house should be vacated for occupation by such officer.

xiii.—If the government require the land at any time, it should be restored on payment of the fair value of the buildings, to be fixed *by the engineer*. If dissatisfied with this value, the amount to be fixed by government, which decision will be final.

xiv.—The lessee to conform to and obey all present and prospective orders and regulations of government.

xv.—If the annual rent to government is not paid within 30 days after the due date, or if the lessee become bankrupt or insolvent, and if there is any execution out against the lessee where the lease shall be seized, or in case of the breach or non-performance of any of the conditions contained in the lease, it shall be lawful for the government to obtain re-possession of the premises, on payment of their value.

xvi.—If the ground is not built upon or brought into use for the purpose specified within twelve months, the lease may be cancelled under the orders of His Excellency the commander-in-chief.

Grants not to be in perpetuity.

2002. The grant in perpetuity of any piece of ground within the precincts of any fort or cantonment, shall not hereafter be accorded to any individual. It is of course sufficient to reject any application for ground, if it be ascertained that to grant it would interfere with the public convenience in any manner whatever. With respect to land not the property of government, within fortresses or cantonments, application shall be made through the collector and board of revenue to government; a certificate from the commanding officer being at the same time produced to the effect that the occupation of the land in the manner proposed is free from objection in a military point of view.

Proportions of land allowed.

2003. All grants of land made by government under the above provisions shall be entered in the office of the registrar of government grants, who is to return them without delay, with his counter-signature attached in acknowledgment of their having been recorded in his office. No charge is to be made for this duty. The proportion of land allowed to officers of the army requiring it, is as follows:—

Field Officers	22,500 square yards.
Captains	12,000 do.
Subalterns	7,000 do.

Although the above is to be considered the usual scale, yet it may occasionally happen that, from the inequality of ground, or other local causes, there may be no objection to an extension of the scale.

House board.

2004. Officers occupying houses built upon ground for which a grant has been made, considering that they are overcharged for rent, are at

liberty to apply to the officer commanding the division for a house board; should the house board be of the same opinion, the engineer of the division will be called on to prepare an estimate of the value of the house or buildings agreeably to the terms of the grant. The engineer will be guided by his departmental rules in making the estimate, taking into consideration the valuation of the materials composing each building,* its state of repair, accommodation, and general convenience. Should the rent charged be found to exceed 15 per cent. of the *bonâ fide* value of the buildings, it shall be reduced to that standard. It is to be understood that this percentage includes the cost of all annual and necessary repairs, &c., which the house-owner is bound to make. The proceedings of the board and estimate of the engineer will be forwarded, through the channel above prescribed, to the quartermaster-general, and eventually, if necessary, to government.

Repairs, &c.

2005. In the event of the house-owner refusing to lower his rent according to the terms of his lease, he will be liable to have it cancelled. Should he decline to make the repairs required, a house board will be assembled to decide upon what is really required and what expense is to be incurred; the house will be repaired agreeably to its decision and the *bonâ fide* cost deducted from the rent.

Refusal of owners to act.

2006. In the case of parties possessing buildings on land for which no grant has been issued, the above stipulations are equally binding; but should they refuse to conform to them, they will be obliged to have the buildings removed from off the ground, within six months from the date of the receipt of the order to do so.

No buildings are to be erected without sanction.

2007. No building of any kind is to be erected in a cantonment without the sanction of the commander-in-chief, which must be applied for, through the station and divisional authorities, to the quartermaster-general. This applies to public departmental buildings, as well as all others. Every application should state clearly the description and size of the building it is proposed to erect, and the purpose for which it is required; and should be accompanied by a sketch of the proposed site showing the buildings and roads, &c., in its immediate vicinity.

III.—Cantonment Committees.

(Bengal and Bombay.)

Composition of cantonment committees.

2008. A cantonment committee will be appointed in every military cantonment in which the commander-in-chief may so order. The constitution of the committee will be ordinarily as follows:—

The officer commanding the cantonment	*President.*
The sanitary officer	*Members.*
The executive engineer	
The magistrate of the district	
The civil surgeon at the sadr station of his district †	
The cantonment magistrate	

* *i. e.*, value of materials and labor at the time such building was erected.

† In Bengal.

III.—Cantonment Committees—*contd.*

All commanding officers of regiments and batteries are extra members of the cantonment committee; but when there are more than three, that number only are to be nominated monthly by rotation. Commanding officers are extra members.

2009. In Bengal, a medical officer of British troops is also an extra member of the committee. A forest officer may, under sanction, be appointed an extra member of the committee for consultation in matters connected with arboriculture within cantonment limits. In Bengal a medical officer of British troops also an extra member. Forest officer may also be appointed extra member.

2010. The medical officer appointed as above, as also the district superintendent of police, are compulsory members of the lock hospital sub-committee to be formed from the cantonment committee. Medical officer and district superintendent of police are compulsory members.

The district superintendent of police is an extra member of the cantonment committee, for the sole purpose of serving on the lock hospital sub-committee.

2011. Unless it be otherwise specially ordered, the cantonment magistrate will be secretary to the cantonment committee, will conduct the correspondence connected with the cantonment fund, its accounts, the sanitary and other matters connected with the cantonment, and will keep all accounts and records, taking his orders from the president of the committee. Cantonment magistrate is secretary.

2012. The officer commanding a division or district will be the president of the cantonment committee of the headquarter station when present; and during his absence the officer assuming temporary command of the station will become president of the committee. He may also preside at the cantonment committee of any other station within his command during such time as he may be present therein; and while he so acts the officer commanding the station will act as a member of the committee. He will also examine the records of the proceedings of the committees at his periodical inspections, and at such other times as he thinks fit. Position of officer in local command to cantonment committee.

2013. Administrative medical officers are members of all cantonment committees formed in their circles (para. 1136, section VIII). The sanitary commissioner, and the surgeon-general, Her Majesty's forces, are *ex-officio* members of all cantonment committees within the presidency. Extra members of cantonment committee.

2014. The names of officers appointed members of the cantonment committee will be published in station orders; and in the event of the president or any member of the cantonment committee leaving the cantonment, the name of the officer appointed to act as his successor will be similarly published. Names of members to be published in orders.

2015. The cantonment committee is mainly a consultative body appointed to advise and assist the officer commanding the cantonment in those portions of his duties which are connected with matters that affect the public health, safety, and convenience. It will be entrusted with the control and expenditure of the cantonment funds, and will determine what officers and establishments are required for the service of the cantonment, and will fix the amount of their salaries to be paid from the Duties of the cantonment committee.

fund. The officer commanding the cantonment is responsible, so far as his authority extends, for insisting upon the due enforcement of the cantonment rules and regulations.

Weekly sanitary reports.

2016. Weekly reports from the following officers, to the effect that the parts of cantonments over which they have control and are responsible for, have been inspected and are kept clean, are to be regularly forwarded to the secretary, cantonment committee, for submission to the officer commanding the station and the cantonment committee:—

Church compound and graveyard	Sanitary officer (para. 46).
Drainage, workshop and yard, as well as for government or other brick-kilns	Executive engineer.
Sadr or station bazaars, and all places under them, such as public latrines and all other parts of cantonment not under regimental or other authority	Cantonment magistrate, or officer in charge.
Bakery, slaughter-house, cattle-yard and their vicinity	Commissariat officer.

Questions regarding health of stations.

2017. Questions relating to the general health of the station as a whole, or those in regard to which there is any doubt as to the jurisdiction, should be considered and reported on by the cantonment committee; or, if the question be a purely medical one, it may be considered by a committee of medical officers of both services, the senior presiding.

Commanding officers in some stations to have power of committee.

2018. Where no committee is appointed, the commander-in-chief, with the concurrence of the local government, may authorise the officer commanding the cantonment to perform all or any of the functions, and to exercise all or any of the authority, of a cantonment committee.

Annual sanitary report of cantonment committee.

2019. In Bengal, the cantonment committee will submit an annual report on the sanitary condition of the cantonment on B. F. No. 69, so as to reach the office of the quartermaster-general in India not later than 15th January in each year. The water used for drinking purposes at each station should be roughly analysed by a selected medical officer twice a year, *viz.*, before and after the monsoon, the result being recorded in this report.*

IV.—Conservancy.

(Madras.)

Quartermaster-general's department to supervise.

2020. The supervision of conservancy duties in military cantonments devolves upon the quartermaster-general's department, except at stations where the cantonment rules under a cantonment act are in force; and all communications to headquarters on this subject will be addressed to the quartermaster-general.

Definition of "conservancy."

2021. *Conservancy*, as applied under these rules, is restricted to keeping in repair all minor roads, bridges, and drains, &c., and to such

* For further information regarding preparation of these reports, see quartermaster-general's circulars, No. 82, dated 9th November 1871; No. 50, dated 8th July 1876; No. 66, dated 5th October 1877; and No. 58, dated 18th November 1878.

other improvements as the funds may admit of—more especially the maintenance of cleanliness in all places *exterior* to the precincts of barracks, those *interior* being provided for by the barrack department. At stations where there is no local municipal or other fund available for conservancy purposes, an allowance is made by government, according to the size and importance of the cantonment.

Important repairs executed by D. P. W.

2022. The repairs of main roads, bridges, drains, and other substantial works, including the formation of masonry drains to native lines, bazaars, European barracks and parcherries, are to be executed by the department of public works. When such repairs are required, the commanding officer will call upon the executive engineer, who will provide for the same according to departmental rules.

Conservancy allowance.

2023. Conservancy allowances may be drawn monthly by staff officers, on abstracts countersigned by officers commanding, and the above officers will form the conservancy committee. An account current of receipts and disbursements (Madras Military Form No.) will be forwarded half-yearly to the divisional officer of the quartermaster-general's department, who will check and forward them to the audit department through the quartermaster-general of the army.

The use of public cattle, &c., prohibited.

2024. The allowance fixed for each cantonment is intended to include everything necessary for the conservancy of the cantonment with the addition of sums realised by the sale of sweepings, &c. The use of public cattle, intrenching tools, working parties, or other government means, is strictly prohibited. The sale of the soil and sweepings has been found in many places to yield a considerable sum; all funds so realised will be brought to credit in the monthly account, and expended at the discretion of committees, for conservancy purposes only. The sweepings, if not sold, are invariably to be removed to a distance from the cantonment, and buried in deep pits, which, when filled, should be carefully re-closed.

Cleanliness to be enforced.

2025. Commanding officers are to enforce the observance of cleanliness throughout cantonments. Latrines are to be erected in convenient places, the dry-earth system maintained in them, and the contents, with sweepings and all refuse matter, periodically removed. Commanding officers and heads of departments must insist upon due attention being made to these rules in the lines of native regiments and the huts of all public followers and other residents in cantonments.

V.—Barracks and Barrack Furniture.

(MADRAS.)

Airing and cleaning of rooms.

2026. Barrack-rooms are to be swept daily, and once a week the cots are to be taken out and aired, when the roofs, walls, and every part of each room is to be thoroughly cleaned. Care should be taken that the punkahs are hung so as to swing regularly and without noise, and that

V.—Barracks and Barrack Furniture—*contd.*

the suspensory and pulling ropes are always kept in good working order.

Cots temporarily vacated.

2027. The cots of soldiers who may be in hospitals, in cells, or otherwise absent for short periods not exceeding a fortnight, will be considered as occupied, and consequently not available for the accommodation of other soldiers.

Officer of the day.

2028. An officer on duty is to visit the barrack-rooms every morning, and to see that they are properly cleaned, and that the above instructions have been strictly observed.

Medical officers.

2029. The surgeon or medical officer in charge is to inspect every portion of the barracks and hospital at least once a week, and to see that they are in a proper sanitary condition. He is to be particular in observing the state of the married soldiers' quarters.

Removal of furniture.

2030. The soldiers are on no account to be allowed to remove or to displace any articles of barrack furniture belonging to the room, except temporarily, for the purpose of airing and cleaning them.

Alterations of buildings.

2031. No alterations whatever are to be made to rooms or buildings by any officer or soldier; neither are temporary buildings, huts, or stands to be erected on any part of the barrack property without special authority.

Animals prohibited.

2032. No such animals as cows, pigs, or goats or poultry are to be kept, nor horses or dogs to be suffered to stray or run loose within the boundaries of barracks or hospitals. Immediate attention is to be paid by commanding officers to any representation made by the barrack-master of any infringement of this order.

Barrack enclosure to be kept clean. Unoccupied buildings.

2033. When barracks are occupied by troops, the parades and the ground within the barrack enclosure, or in the immediate vicinity of the barracks, are to be kept clean by the men. Unoccupied buildings within a barrack enclosure are, so far as regards their security, under the charge of commanding officers equally with those in the possession of the troops. Commanding officers will, therefore, furnish such protection, by placing sentries, as they may consider to be necessary to accomplish this object. As soon as possible after the arrival of troops in a barrack, the commanding officer will, on the requisition of the barrack-master, cause all such buildings to be inspected by an officer—if possible not below the rank of a captain—together with the quartermaster and an officer of the barrack department, with a view to ascertain their condition, from which time the troops will be held responsible for their safe custody.

Sanitary arrangements.

2034. Attention should be paid at all times, and especially during the prevalence of cholera or any other epidemic disease, to the state of the latrines, urinals, &c. In native regiments strict attention to the cleanliness of the lines must be enforced; the dry-earth system must be carried out both in the public latrines and in those permitted to be established in the men's houses.

Admission of strangers.

2035. Commanding officers are to prohibit the indiscriminate admission of strangers into the barracks occupied by the troops, and are to

take measures to prevent any but persons of respectable character from gaining access to the barracks or lines. No tippling or gambling is to be allowed in any of the barrack-rooms.

2036. Every building is to have painted on the outside of it the use for which it is intended, "Barracks," "Hospital," "Commissariat stores," &c., and no alteration in this appropriation will be permitted without sanction from headquarters. Inside each room occupied by troops, there is to be hung up a board in the subjoined form :— Appropriation of buildings.

BARRACK No. 1.
ROOM No. 2.
Cubical space———superficial area———
Number of men to be accommodated ———

(BOMBAY.)

2037. A regiment or detachment will, before leaving a station, make over all buildings and barrack and hospital furniture in its charge to the barrack-master, who will give the usual vouchers for the same to the regiment. The vouchers should specify any loss or damage that may have occurred in order to recovery being made. Payment for barrack damages must be made or fully provided for to the satisfaction of the barrack-master before the troops or individuals quit the station. Return of barracks, &c., to public works department.

2038. In all cases of movement of regiments or batteries into camp for sickness or any other cause, the quartermaster will hand over the furniture to the barrack-master, who will grant receipts, and whose responsibility commences from that time. On return of the corps to quarters, the furniture and barracks will be again handed over to the corps, under the rules already laid down. Temporary absence of regiments from stations.

2039. On the march of any regiment or detachment, a certificate, signed by the officer commanding the regiment or detachment and the barrack-master, that the whole of the regimental lines are left in a clean and habitable state, must be sent to the officer commanding the station for his information. Lines to be left clean.

2040. The quartermaster will remain after the men have marched out, for the purpose of settling with the barrack-master for any damage, other than fair wear and tear, which the buildings may have sustained; he is not to leave the cantonment until he has obtained the receipt of the barrack-master for the cost of the damage done, or his certificate that there is none to pay for. Quartermaster to remain behind to assess damages.

VI.—Lines.

2041. Commanding officers are responsible for the state of their regimental lines. The huts are to be kept in good order, so that whenever a regiment moves, they may be left in a fit state for re-occupation. No buildings are to be erected without permission. Responsibilities of commanding officers as regards their regimental lines

VI.—Lines—*concld.*

Means o be taken when a regiment is under orders to march.

2042. When a regiment is under orders to march, the commanding officer is responsible that the lines are not damaged by the removal of wood from the roofs, or of any other fixtures.

Thatched roofs.

2043. Thatched roofs are forbidden, except where other material is not procurable.

Slaughtering of animals.

2044. Animals are not to be killed, except in the authorised slaughter-places.

Growth of trees.

2045. Trees in regimental lines should be planted and protected with due regard to sanitation.

Rules regarding soldiers' families, &c., residing in the lines.

2046. No families of soldiers or other persons, not borne on the strength of regiments, are to reside in the lines, without the permission of the commanding officer.

SPECIAL—MADRAS.

Rules obtaining in Madras presidency.

2047. Relations of the men, although not in the service, may be permitted to reside with their friends in the lines of the regiment, with the understanding that they will be liable to expulsion in the event of misconduct, or any infringement of the orders of the regiment. No more than two adults—or one adult, with his, or her, unmarried daughters and male children under 16 years of age—are to be permitted to live with a soldier in the lines. Relatives who may already be residing in the lines are not, however, to be disturbed; the restriction does not apply in the case of native officers, and commanding officers have full discretion to make exceptions to the rule in any cases where the necessity for its relaxation is established to their satisfaction. Any person of this description found drunk in the lines will be expelled, and will not be allowed again to reside there. No man discharged from the regiment for misconduct is to be permitted to remain within the boundaries of the regimental lines, and any individual harbouring such persons will be liable to punishment.

Register of non-military men residing in the lines (Madras).

2048. A register is to be kept in the quartermaster's office, in which is to be entered the name, occupation, &c., of every adult male, not in the service, residing in the regimental lines. Any man who may be found living in the regimental lines whose name is not duly entered in this register, is to be summarily expelled therefrom, and the person harbouring him, as well as the non-commissioned officer of the street, is to be punished. Whenever any person whose name has been entered in this register permanently quits the lines or becomes a casualty, a report is to be made to the quartermaster through the orderly havâldârs of companies, in view to its being noted in the register. It is to be fully explained to all ranks of the regiment that each will be held responsible for the conduct of those residing in his house, and for the strictest obedience to the preceding orders.

VII.—Regimental and Station Bazaars.

Bazaars are under military authority.

2049. All bazaars in cantonments are under military authority, and all references relating to them, which it may be necessary to make to army headquarters, are to be addressed to the quartermaster-general (para. 2505, section XXII).

Names of all persons to be entered in a register.

2050. The names and occupations of all persons having houses, shops, or other buildings or fixed places within the limits of a station, wherein they carry on trade, or otherwise seek a livelihood by supplying or serving the troops, are to be entered in a register, both in English and in the language and character commonly used in the district, as also their places of residence, and the dates of registration.

Condition of registry.

2051. No person can be registered as attached to a regimental bazaar without his free consent, and any registered person is entitled at any time to demand his discharge from the registry, except when attached to a corps on actual service, or in immediate prospect of being ordered to march.

Privileges of registry.

2052. Persons registered are entitled to the privilege of registry so long only as they continue to carry on trade, or other employment, relating to the supply or service of the troops, at some house or fixed spot within the limits above mentioned; and are subject during such time to all cantonment rules framed under the provisions of a cantonment act.

Registers to be made by cantonment magistrates.

2053. Registers of the inhabitants of all bazaars are to be made by cantonment magistrates wherever such officers are appointed, and copies of them kept in the station and regimental staff offices respectively. At other stations these registers will be made by the officers in charge of the bazaars.

Charge of station and regimental bazaars.

2054. The charge of sadr or station bazaars, at stations for which cantonment magistrates are not authorised, is to be exclusively conferred on qualified officers, and to be held in conjunction with the performance of their regimental duties; brigade-majors, or other staff officers similarly situated, are not to be appointed to, or permitted to hold, such charge. The management of a regimental bazaar is vested in the quartermaster, under the orders of the officer commanding the regiment.

Proprietor of land cannot be dispossessed.

2055. Commanding officers have no authority to dispossess proprietors of their lands or houses which may be situated within the limits of military bazaars, although such persons refuse to be registered as attached to the bazaar, or lose, forfeit, or resign their privilege of registry; but in all cases where the ground allotted to bazaars is the property of government, and its occupation by individuals merely permissive, the officer commanding the station is empowered to make such regulations in writing as he may deem advisable, respecting the tenure or occupation of houses, shops, or other fixed places situated thereon; and these regulations, after receiving the sanction of government, are to be published in station orders, and a translation of them, in the language commonly used in the district, posted up in the sadr or station bazaar:

VII.—Regimental and Station Bazaars—*contd.*

they are not, however, to be considered in force until fourteen days after they have been so published within the limits of the bazaar.

Unauthorised erection.

2056. Commanding officers are required to use great discretion in permitting the erection of huts in cantonments; they are on no account to be erected on unauthorised localities or without proper authority (para. 1959). No grants of land should be made to natives settling in cantonments except in accordance with the prescribed regulations; and all natives found settling beyond the limits of compounds or bazaars should be immediately expelled therefrom.

Bazaar people changing bazaars.

2057. Bazaar people are never to be permitted to go from one bazaar and establish themselves in another without a regular discharge. In all such cases it will be the duty of the officer to whose bazaar they may remove to deliver them up on demand.

Allotment of ground for bazaars.

2058. Ground is always, when possible, to be allotted for the bazaars of corps, both in cantonments and in camps, in the rear of the troops, and, in all practicable cases, within the respective rear guards. In stationary situations, the ground allotted for regimental bazaars is on no account to be within or adjoining the limits of sadr or station bazaars.

Rules for transfer of bazaars on relief.

2059. In Bengal, the following rules, relative to the transfer, by rent and sale, of shops and houses in regimental bazaars, when regiments, either British or native,* change quarters in relief, or are otherwise ordered to move, are to be strictly adhered to:—

(*a*) One week before the regiment leaves, the officer commanding the station will order the assembly of a native court (presided over by a British officer, and, if possible, the officer in charge of the bazaar), on the panchayat system (para. 424, sec. VI), to inquire into, and after a careful investigation of the *bonâ fide* cost of each building, to decide upon a fair scale both of rent and purchase (at the option of the intending occupant) to be paid by the established camp-followers of the relieving regiment to the registered owners of the houses and shops in the regimental bazaar about to be vacated, and which are necessary to be made over for occupation to the new regiment for its strictly bazaar purposes.

(*b*) The court is to be composed of native shopkeepers, or others entirely unconnected with, or interested in, the house property to be submitted for valuation, and its proceedings (Bengal Form No. 11) are to be transmitted in triplicate (one copy each for the relieved and relieving regiment, and one for record in the station staff office, through the officer in charge of the station bazaar, to the officer commanding the station, who will, unless he sees just cause to the contrary (which should at once be brought to the notice of the commander-in-chief), direct the scale of compensation fixed upon by the

* The bazaars of Bengal native cavalry regiments are to be considered as part of the lines when being handed over on relief.

VII.—Regimental and Station Bazaars—*contd.*

panchayat to be final and binding upon all concerned; and no actual transfer of house property situated within the prescribed limits of a regimental bazaar is to be permitted by the local military authorities until the parties requiring to take possession have signed an agreement to abide by these arrangements.

(*c*) The proceedings of all committees of valuation on houses in regimental bazaars should also declare the amount of rent to be paid when the premises are to be kept in repair by the proprietor, as also when the premises are to be kept in repair by the tenant, and the agreement to be signed by the parties concerned should include the proviso.

Regimental bazaars to be kept up.

2060. Regimental bazaars are always to be maintained on the most efficient footing practicable, as the ability to perform rapid or continued movements may often depend upon the state in which they are kept up.

Officers and men should deal with their regimental bazaar.

2061. Commanding officers of regiments are to encourage, as far as practicable, both officers and men to deal only with their own bazaar people; as well when at large stations, where there may be a choice of markets, as in detached and remote situations, or in camp.

Security of chowdry.

2062. The chowdris of regimental bazaars are to be required to give such security as commanding officers may judge sufficient, for always maintaining in their respective bazaars, carriage adequate to the conveyance of four days' supply of every requisite article of consumption for the corps.

Credit to be given by bunniahs.

2063. Commanding officers of corps will consider it their particular duty to call upon the chowdris for a monthly, or more frequent, report of the state of their bazaars, and they will use their influence to prevent any just dues being withheld from the bunniahs or others; as also to prevent any credit being given, except on the condition of their accounts being settled and paid on the issue of pay for the month in which the debts are contracted. All such credit is to be strictly confined to the supply of a daily ration of food per man, and grain for officers' cattle. Bunniahs and others guilty of disobedience of these orders are liable to be punished.

Price-current to be published monthly.

2064. A price-current of the rates at which all articles were sold during the past month is to be prepared on the 1st of each month by the officers in charge of station bazaars, and, after being duly examined and countersigned by the officer commanding the station, it is to be deposited in the brigade or station staff office, and a copy in the Nagri and Persian character exposed in some public place in the bazaar for general information. The countersigning officers are held responsible for the correctness of the documents in the strictest sense.

Discount on rupees of light weight.

2065. Dealers in military bazaars are to be compelled to take without discount all such rupees of government coinage as have not lost more than two per cent. in weight by abrasion, and are accepted as legal tenders of full weight at the civil treasuries.

VII.—Regimental and Station Bazaars—*contd.*

Duties of bazaar sergeant.

2066. The duties performed by bazaar sergeants will be as follows:—

I.—The general superintendence of the cleanliness and conservancy of the sadr bazaar, and the inspection of latrines and slaughter-houses, under the orders of the cantonment magistrate or officer in charge of the bazaar.

II.—The periodical inspection, under orders of the cantonment magistrate, of the weights, scales, and measures in common use in the bazaars.

III.—The charge, whenever this may be considered advisable, of the pound, and the collection of the fines, which are to be accounted for to the cantonment magistrate; the collection of the latrine tax of the sadr bazaar, and the exercise of a general superintendence over all registered hackney carriages, collecting fees, &c.

IV.—Prompt and courteous attention to all requisitions made direct from the inhabitants of the military cantonment for servants, workmen, carts, &c. The adjustment, as far as possible, of any differences or disputes between British soldiers and shopkeepers, &c., and the adoption of the necessary steps for the confinement of any disorderly or riotous persons.

V.—The exercise of a general superintendence, under the orders of the cantonment magistrate, over all matters connected with the sadr or station bazaar.

Bazaar sergeants' duties to be confined entirely to matters connected with sadr bazaar.

2067. It is to be understood that the duties of bazaar sergeants are to be confined entirely to matters connected with the sadr bazaar, and that they are not to be allowed to assume the duties of auctioneers (other than as regards the sale of effects of officers and soldiers), nor to become proprietors of hackney carriages; nor, in fact, to carry on any private employment without the sanction of the cantonment magistrate and commanding officer, such sanction being recorded in the cantonment magistrate's or brigade-major's office.

Cantonment magistrate's instructions to be printed as standing orders.

2068. The instructions issued by cantonment magistrates for the guidance of bazaar sergeants in carrying out the details of their duties are to be printed and retained as standing orders.

Requisitions for bazaar scales.

2069. In Bengal, requisitions for scales and weights for stations in the North-Western Provinces, Oudh, and the Punjab, will be complied with by the superintendent, canal foundry, Roorkee; those for all other stations by the mint master, Calcutta. The requisitions are to be submitted through the examiner of commissariat accounts, and should afford information on the following points:—

(I). What has become of the scales and weights previously supplied.

(II). The date of supply.

(III). Why new sets are required.

VII.—Regimental and Station Bazaars—*contd.*

Whenever it is found that old sets have been lost or become unserviceable through neglect, the cost of new ones will be charged to the officer indenting for them.

2070. Officers, soldiers, and camp-followers are prohibited from punishing, or in any way maltreating, the bunniahs or bazaar people, or the inhabitants of the surrounding country bringing in supplies. If any ground of complaint exists, representation is to be made to the officer in immediate charge of the bazaar, who is to inquire into the particulars, and act as circumstances may require. Bazaar people not to be ill-treated.

2071. The police establishments of all bazaars, sadr and regimental, where the regular police are employed, are under the control of the district superintendent of police, subject to the general control and direction of the commanding officer of the station. Control of police establishment.

2072. In Bengal, committees are to be assembled annually, on the 1st of April, at all stations at which there may be a station bazaar, for the purpose of making a general report on the bazaar and its establishments, recording invariably, in the place appropriated for "general observations," their opinion on the following points, though they are not to restrict their attention to them alone, if other points calling for comment exist:— Annual bazaar committee in Bengal.

I.—Whether the bazaar is in a flourishing state, and well supplied. Points on which it is to report.

II.—Whether the limits are exceeded.

III.—Whether the roads, drains, and bridges are kept in good order.

IV.—Whether due attention is everywhere paid to cleanliness and to sanitary measures generally.

V.—Whether the police arrangements appear satisfactory.

2073. The committee will be nominated from the cantonment committee, and will be composed as follows:— Composition of bazaar committee.

Officer commanding the station . .	*President.*
Two military officers	*Members.*
A medical officer	*Attending.*
Cantonment magistrate, or officer in charge of the bazaar	*Attending.*

A copy of the proceedings (Bengal Form 385*a*) is to be forwarded by officers commanding stations to the quartermaster-general through the usual channel (para. 2575, sec. XXII).

2074. No person subject to the Indian articles of war is allowed to bring any intoxicating liquor into a cantonment or lines of a regiment without the permission of the commanding officer; and any person disobeying this prohibition becomes liable to be punished by court-martial for conduct to the prejudice of good order and military discipline. Prohibition against liquor being brought into cantonments.

VII.—Regimental and Station Bazaars—*contd.*

Crying down credit.

2075. On a regiment arriving at new quarters, notice is to be given in all bazaars, other than the regimental bazaar, that the dealers are not to give credit to the men of the corps.

SPECIAL—MADRAS.

Credit in Madras.

2076. In Madras, no credit is to be given to servants on account of officers, except upon a written authority under the master's signature, and then only on condition of the accounts being settled monthly on the issue of pay. For all persons drawing pay in the military classes, bazaar debts are limited to such credit as may be sanctioned by officers commanding wings and squadrons, or in charge of departments, to enable men to procure the necessaries of life; such credit is never to exceed half the debtor's pay, and is only to be allowed upon the authority of a written document specifying to what extent it is to be given. The following form is to be adhered to for notes of credit :—

Credit limited.

Rank and Name.	Troop or Company.	Number.	Regiment.	Amount of credit to be given.	For what month.	By whom.
				₹ a. p.		
Sepoy Lol Homed.		24	4th Madras Cavalry.		May 1885.	Hisun Chund, shopkeeper in the sadr (or regimental) bazaar at Arcot.

(*Signature of the officer commanding wing, squadron, or company, or head of department*).

(*Debtor's signature.*)

Credit in excess not allowable.

2077. Should an officer authorise credit to be given to any person to an amount in excess of that specified in the preceding paragraph, such officer thereby renders himself personally responsible for the excess, and he is prohibited from making any stoppage on account thereof from the pay of the person whose credit he extended in violation of this order. All registered bazaar men who may give credit contrary to the provisions of this order shall be liable to punishment.

Stoppages from men.

2078. Commanding officers are to cause stoppages to be made from the pay of debtors to the extent authorised above, and at the monthly issue of pay the notes of credit upon the authority of which credit has been given are to be returned to the parties from whom stoppages have been made.

VII.—Regimental and Station Bazaars—*contd.*

2079. Translations of para. 2076 into the Hindustani, Tamil, and Telegu languages are to be made and hung conspicuously in the kotwal's choultry in every military bazaar, and officers in charge of bazaars are to cause it and such other regulations as are applicable, to be proclaimed throughout the bazaars, by beat of tom-tom, on the first Mondays of every month, when, with such Articles of War and other regulations as apply to bazaars, they will be publicly read in the bazaar under the superintendence of the chowdry. Orders to be translated and read to bazaar men.

REGIMENTAL BAZAARS.

Bengal.

2080. Each troop and company should have a bunniah attached to it, who will accompany it whenever it may be detached. Troop and company bunniahs.

2081. Troop and company bunniahs should receive a profit not exceeding one anna in the rupee, and not less than six pie. The profit to be settled by commanding officers from time to time as circumstances may render necessary. Three days' supply of provisions should, as a rule, be kept in store by the bunniahs. Butchers, vegetable-sellers, tobacconists, and other vendors residing in regimental bazaars, are not entitled to the authorised profit accorded to troop and company bunniahs. Profit allowed.

2082. Shroffs and money-lenders are prohibited in regimental bazaars. Shroffs and money-lenders prohibited in regimental bazaars.

2083. A plan of the regimental bazaar is to be lodged with the officer in charge; it should not be less than 200 feet to the inch. Plan of regimental bazaar.

2084. Any supplies which are condemned by a regimental committee, will be sold if fit for use, and the amount realised placed to the credit of the line fund. Condemned supplies.

2085. The chowdry is responsible that no person is permitted to settle in the bazaar without the sanction of the commanding officer, and that he reports the arrival in the bazaar of any stranger to the native officer of the day and the quartermaster. Chowdry.

2086. Before a chowdry is entertained, or a bunniah permitted to settle in a bazaar, he is to lodge an agreement on stamped paper binding himself not to lend money to any commissioned officer, non-commissioned officer, or soldier. No complaint arising out of pecuniary transactions forbidden by this order is to be attended to by commanding officers. Agreement to be lodged by chowdry and bunniahs.

2087. A price-current will be published in the bazaar daily, by which the monthly price-current will be regulated. All credit accounts are to be settled at that account. Price-current.

2088. Regimental bunniahs are not to give credit to any one borne on the rolls of the regiment beyond the amount which may be laid down by the commanding officer; no claims of older date than the month for which pay is due will be attended to, and the bunniahs will give a receipt in full of all demands every pay day. Amount of credit authorised.

VII.—Regimental and Station Bazaars—*concld.*

Accounts to be made up.

2089. All ranks will make up their accounts with their bunniahs so as to be ready before the issue of pay.

Men proceeding on furlough, &c., to make up bunniahs' account before leaving.

2090. Men proceeding on furlough or leave of absence are to make up their bunniahs' account before leaving.

Disputes to be referred to standing regimental committee.

2091. All disputed claims preferred by bunniahs are to be brought before the standing regimental committee appointed monthly.

Commanding officers empowered to fix small rentals for houses in regimental bazaars.

2092. Commanding officers may fix small rentals for houses in regimental bazaars, to form a fund from which repairs and conservancy and other improvements may be effected, under regimental arrangements.

Height of zenana walls.

2093. The enclosure walls of zenana compounds in bazaars are not to exceed a maximum height of six feet.

Rules regarding persons building new houses or adding to old ones in regimental bazaars.

2094. In bazaars which are the property of government, any person attached to a bazaar who may wish to build a new house or to add to an old one, is to understand that his right to the house will lapse to government as soon as the regiment leaves the station, subject to the sanction of the commander-in-chief.

SECTION XVIII.—HILL AND OTHER DEPOTS.

I.—Hill Depôts.
II.—Detail of Convalescents.
III.—Home Depôts.
IV.—Depôts of British Regiments on Active Service.
V.—Depôts of Native Regiments on Active Service.
VI.—Foreign Service Details (Madras).

I.—Hill Depôts.

Appointments to commissioned and non-commissioned staff.

2095. Appointments to the commissioned staff of hill depôts are made by the commander-in-chief. Appointments to the non-commissioned staff are made under paragraph 2790, section XXV.

Appointment of officers to do duty.

2096. Officers are appointed to do duty with the depôts during the summer season under the orders of general officers commanding divisions and districts. Applications are to be submitted by the 15th January; and in the case of an officer in ill-health, must be accompanied by a medical certificate, showing that the state of the applicant's health is such as to render removal to a hill climate advisable, though not such as to incapacitate him from the performance of the depôt duties. Appointments of officers to the depôt at Wellington are made under paragraph 2152.

In case of sickness in an officer's family.

2097. When an application is founded on the state of health of any member of an officer's family, the report of the medical officer must show that a residence in the hills is essentially necessary to recovery.

Officers who are ineligible.

2098. Officers of the royal artillery or royal engineers cannot be detached to hill depôts without the sanction of the commander-in-chief.

Regimental staff officers and officers of the Indian army are not available for duty at a hill depôt.

Duties of station staff officer.

2099. The station staff officer is also the adjutant of the hill depôt. The orderly room and all its duties are under his immediate control.

Officers doing duty.

2100. Officers doing duty with the depôt are to live within a convenient distance of the barracks. Should any officer obtain the sanction of the commanding officer to reside at a distance, he must himself arrange to see the daily depôt orders, and sign the daily papers of the section, as no orderly is to be allowed to take them to him. Officers having business to transact will attend at the orderly room, which will be held daily (Sundays and Thursdays excepted) by the commandant. Prisoners in confinement for drunkenness must, however, be disposed of on Thursdays, if by keeping them longer in confinement they are detained more than 48 hours in the guard-room.

2101. Whenever practicable, an officers' mess is to be established at each hill depôt, and officers attached to, or doing duty at, the depôts, will pay the regulated subscription (*i.e.*, not exceeding $\frac{2}{3}$ of a day's pay per mensem) to the depôt mess, and not to the mess of their own corps.

SOCIETY

I.—Hill Depôts—*contd.*

Formation of sections.

2102. The rules for the formation of sections at hill depôts are contained in volume I, part I, Army Regulations, India. An officer will be appointed to command each section, and will be responsible in every way for his section. (For Madras, see paragraphs 2115-2117.)

Sergeants' mess.

2103. A sergeants' mess will be established in every depôt, to which each single sergeant will pay a monthly subscription of fourteen annas, and each married sergeant seven annas. No soldier under the rank of sergeant (or lance sergeant) is to be admitted into the sergeants' mess; and any member, introducing such person or conniving at such introduction, is to be reported to the station staff officer by the senior member present. The accounts are to be kept by the sergeant-major, and will be read out to all the members of the mess, not later than the 10th of each month, and afterwards submitted for the inspection of the station staff officer and the commanding officer.

Canteens.

2104. A superintendent of canteen issues, and a writer on ₹17-8 a month, and a canteen sergeant on ₹10 a month, or such less sum as may be fixed by the commandant, will be allowed to depôt canteens. In all other respects the depôt canteen will be conducted under the rules laid down in section XV.

Donations from Canteen funds.

2105. A donation not exceeding two rupees yearly per man may, at the discretion of the general officer commanding the division or district in which the corps is serving, be allotted from the canteen fund of any regiment or battery sending men to a hill depôt, to be expended in furthering their comforts and amusements (paragraph 1815, section XV), under the orders of the commandant.

Non-commissioned officers proceeding to hill depôts to take their drill books.

2106. Non-commissioned officers proceeding to hill depôts are to take their drill books with them, and are to be examined in drill and interior economy at least once a week.

Short parades—three or four days in the week.

2107. Short parades (not exceeding one hour) are to take place on three or four days in the week and are to be attended by all, except those who may be exempted by the medical officer.

The authorised system of company training to be carried out at hill depôts.

2108. Whenever possible, the authorised system of company training is to be carried out at all hill depôts. A report of the course the men have been put through is to be sent to commanding officers of corps concerned when the men leave the depôt to rejoin their battalions.

The appointment of armorer to a hill depôt.

2109. The appointment of armorer to a hill depôt is to be held by a man who has been trained in a regimental workshop, and arrangements for filling vacancies will be made by the general officer commanding the division or district, the appointment being notified in divisional orders, an extract from which will be forwarded to the pay department with the first bill. In the event, however, of an armorer sergeant being sent to a depôt and his health permitting of his performing the duties of armorer, no appointment of an assistant armorer will be made that season. In Madras, when a vacancy in the appointment of assistant armorer of the Wellington depôt occurs, the inspector-general of ordnance submits the name of a qualified man, who has undergone a course of instruction

I.—Hill Depôts—*concld.*

in the Madras arsenal, for appointment. The appointment is then notified in G. O. C.

Arrivals and departures to be reported.

2110. Officers commanding hill depôts are to furnish officers commanding corps with reports of arrivals and departures, and of casualties and in the case of deceased soldiers, with their non-effective accounts and balances; they are also to send intimation to regiments concerned when men of the depôt are invalided to England.

Reports of casualties to be made.

2111. Officers proceeding from depôts in charge of detachments are to forward to regiments reports of casualties which may occur *en route*, together with non-effective accounts and balances, and also reports of all men who may be left at stations *en route*.

Regimental system to be enforced.

2112. The system in force in each regiment or battery as regards bed-tickets, box-labels, the laying out of kits, the arrangement of arms and accoutrements in the barrack-rooms, is to be adhered to by the details belonging to them during the time they are at the depôt.

Custody of petty supplies and stores.

2113. On the departure of the convalescents, and when the depôt staff remains permanently at a sanitarium, the custody of the petty supplies and other stores furnished by the commissariat department is to be undertaken by the depôt authorities.

Soldiers not to be detained a second season at hill depôts.

2114. A soldier is not to be detained at a hill depôt for a second season, except as provided for in volume VI, Army Regulations, India. If owing to the ill-health of any of his family his temporary detention is considered necessary, a special report of the case is to be made to the adjutant-general's office.

SPECIAL—MADRAS.

Formation into sections.

2115. On arrival at a convalescent depôt, the men will be formed into sections according to their number; when the strength exceeds 100 and is over 200, there will be two sections formed, and when over 200 men an additional section will be formed for every 100 men. If the total strength of the depôt is under 100 men, no separate sectional command will be made.

Duties of officers commanding sections.

2116. An officer will be selected to command each section; he will be responsible that the accounts of his section are properly kept; that the arms, accoutrements, ammunition, and necessaries in possession of each man (including those of men in hospital) are complete, properly marked, and in good order; that the messing of the men is good; and that the men of the section are paid in accordance with regulations.

Acquittance rolls, savings bank returns, &c.

2117. The ledgers, acquittance rolls, and pocket ledgers of sections will be sent to the orderly room for the commanding officer's inspection, on a date in each month which will be named in depôt orders. On the 15th of each month, returns of men claiming good-conduct pay, and on a specified date in each month, savings bank returns, for transmission to officers commanding corps and batteries, will be sent in to the orderly room by officers commanding sections.

II.—Detail of Convalescents.

Pocket ledgers to be complete.

2118. Commanding officers are to ascertain that the pocket ledgers of the soldiers proceeding to the hills are complete in every particular.

Movements of convalescents.

2119. The movements of convalescents to and from the several hill depôts will be effected under the rules laid down in the Army Regulations, India, volume X, "Passages."

Proportion of officers.

2120. The proportion of officers to accompany detachments of convalescents proceeding to the hills is, when practicable, three to one hundred men. On arrival at the depôt, should the number be in excess of its requirements, those above the complement allowed are to be ordered, under divisional arrangements, to rejoin their regiments.

Proportion of non-commissioned officers and buglers.

2121. Each regimental detachment proceeding to a hill depôt is to be accompanied by a proper proportion of full sergeants and corporals, to be completed from those in health if a sufficient number requiring change are not available. A proper detail of trumpeters and buglers is also to be arranged for.

Special—Bengal.

Supply of tents to certain depôts.

2122. Tents will be maintained at the depôts of Kasauli, Landour, Darjeeling, Pachmarhi, and Naini Tal, for the use of recovered men or convalescents proceeding to and from the railway terminii nearest to the depôts. Corps and batteries at stations off the line of railway will supply camp equipage for detachments to and from the railway stations. Detachments proceeding to other depôts are to be supplied with camp equipage regimentally, which will be retained at the depôt during the summer, and returned to the regiment with the recovered men.

	Staff Sergts.	E.	D.	P.
Kasauli	2			20
Landour	2			8
Naini Tal	3			17
Darjeeling	2			8
Pachmarhi	2			7

Allowance of lascars for tents.

2123. Convalescents proceeding to hill depôts are allowed one lascar for each tent, and detachments of recovered men returning from hill depôts one lascar for every two tents.

Establishment for care of tents.

2124. An establishment of one tindal and three khalasis is maintained at both Kalka and Pankabaree for the care of the tents belonging to the Kasauli and Darjeeling depôts; as also at Pachmarhi for the care of the tents at that depôt.

Special—Madras.

Depôt at Wellington.

2125. Officers are appointed to do duty at the depôt at Wellington under orders from army headquarters. Officers commanding regiments of British cavalry and infantry are to forward to the adjutant-general annually, not later than the 20th December, a nominal roll of officers recommended to proceed to the depôt.

II.—Detail of Convalescents—*contd.*

2126. The depôt at Poonamallee is a temporary location for officers and soldiers of the British service arriving from Europe when not immediately proceeding to join their corps, as well as for details arriving on duty at the presidency, and for invalids and time-expired men from certain stations in the Madras command, previous to their embarkation for Europe; soldiers suffering from certain classes of disease are also sent there for change of climate. Poonamallee depôt.

2127. The depôt at Palaveram is intended for the reception of recruits and of sick and other details, belonging to the Madras infantry regiments stationed in Burma or serving elsewhere on foreign service. Palaveram depôt.

2128. The appointment of commandant is tenable for five years. Tenure of commandant.

SPECIAL—BOMBAY.

Officers' Sanitarium at Colaba.

2129. The following are the rules for the management of this sanitarium:— Rules for management of officers' sanitarium at Colaba.

(*For Single Officers.*)

(*a*) The sanitarium is to form a component part of the Colaba depôt, and is to be under the immediate control of the commandant.

(*b*) The medical officer of the Colaba depôt is to be *ex officio* the medical officer in charge of the officers' sanitarium, for the medical management of which he will be held responsible.

(*c*) The sanitarium is to accommodate seven sick officers and one personal servant per officer, a margin being allowed for exceptional cases.

(*d*) A subordinate medical establishment of

1 Dresser,
1 Sweeper,

and a house establishment of

1 Butler or messman,
1 Cook,
2 Hamals,

will be allowed when deemed necessary.

(*e*) To meet the cost of this establishment, monthly rent at the following rates will be charged; but if found insufficient to cover the expenditure, they will be increased as necessity may require:—

	R
Lieutenant-Colonels	50
Field officers	40
Captains	30
Subalterns	20

Note.—The orders referring to hill depôts are, as far as practicable, to be considered applicable to Poonamallee.

Detail of Convalescents—*concld.* III.—Home Depôts.

(*f*) Application for admission is to be made at least one week before arrival in Bombay, direct to the commandant, Colaba sanitarium, who will inform the applicant at once whether or not he can be accommodated.

(*g*) In the event of accommodation being available, the sick officer is to proceed direct to the sanitarium, reporting himself on arrival to the commandant and to the medical officer for immediate medical treatment.

(*h*) Officers while resident in the sanitarium will be required strictly to conform to such rules and regulations as may be laid down from time to time for the proper management of the institution.

(*i*) Residence is to be restricted to one month, except in special cases when the medical officer certifies that a longer stay is indispensably necessary, and in such cases the medical certificate is to be renewed weekly.

(*k*) Officers of the navy who may be ordered on shore for the benefit of their health are to be accommodated on the same terms as those fixed for officers of the army.

(*For Married Officers.*)

(*l*) This branch of the sanitarium will also form a component part of the Colaba depôt, and will be governed by the same rules as those above laid down for single officers.

(*m*) The menial work will be carried out by the native establishment of the single officers' sanitarium, as of a detached ward, temporary substitutes being entertained during such period as the married ward may be occupied, and special provision being made for such female attendants as may be necessary in the case of a sick lady admitted to the hospital.

(*n*) The arrangements for messing will be the same as those in force for single officers.

III.—Home Depôts.

Relief of officers at the depôts of British regiments.

2130. The relief of officers at the depôts of British regiments is to be carried out during the trooping season, and the recommendations on India Army Form No. 41 are to be submitted to the adjutant-general on the 1st May.

Commanding officers when recommending officers for duty at the depôts.

2131. Commanding officers of battalions will, when recommending officers for duty at the depôts, certify that they consider such officers possess tact and the special qualifications desirable for dealing with recruits and young soldiers.

Officers on leave in England.

2132. Officers on leave in England on private affairs and who are near their promotion, should not be nominated for depôt duty, nor should an officer be nominated for the depôt with the view of qualifying at Hythe in musketry, and then rejoining the service companies, as suc

officers will in either case be required to pay their own passage back to the service companies if they have not completed a two years' depôt tour.

2133. No subaltern officer under two years' service is to be nominated for depôt duty, except in exceptional circumstances under the approval of the general officer commanding. No subaltern to be nominated unless he has 2 years' service.

2134. An officer whose tour of depôt service is not completed by the 30th of April will not be relieved until the next trooping season. Non-relief of officer whose tour of depôt service is not completed by 30th April.

2135. In the case of officers on leave in England being recommended for depôt relief, applications may be submitted at any period of the year. During the last two years' service of a regiment in India, the relief of officers at the depôt will be suspended, and no officer will be sent to it unless an actual vacancy exists. Officers on leave in England recommended for depôt.

2136. The depôt reliefs should be so arranged that, as far as possible, the officers intended for the depôt and those for the service troops or companies should cross one another *en route*. Depôt reliefs.

2137. Whenever an officer detailed for depôt duty is selected to proceed home with parties of time-expired men or invalids, or his departure to the port of embarkation has been otherwise arranged for, the general officer commanding the division or district in which he is serving will report the same by telegram to the adjutant-general's office, stating the date of departure from Bombay of the troop-ship in which it is intended the officer should embark. In the event of anything occurring to prevent or delay such proposed embarkation of any officer, a notification will be similarly made by the officer commanding the station where the circumstance may occur. When the annual reliefs have been notified, no change will be permitted, unless demanded by urgent necessity or for the good of the service. Reports regarding officers detailed for depôt duty proceeding home with time-expired men or invalids.

IV.—Depôts of British Regiments on Active Service.

2138. The following officers and non-commissioned officers will remain with the depôt of each regiment of British cavalry and battalion of infantry ordered on active service, *viz.*,— Detail of officers and non-commissioned officers to remain with depôt.

1 major or captain.
1 subaltern.
Paymaster.
Orderly-room sergeant.
Quartermaster-sergeant, or storeman.
Paymaster-sergeant.

2139. The officer commanding the depôt will have charge of the regimental records (defaulters' book, casualty book, copy attestations, savings bank ledger, &c.), and will be furnished monthly with a copy of all casualties that have taken place in the regiment or battalion. He will then have the records completed and return the list to headquarters with a certificate that this has been done. Duties of officer commanding the depôt.

Drawing of cash and issue of pay.

2140. The adjutant will arrange for drawing the necessary cash from the field treasure chest, and its issue to officers commanding companies. To assist him in this duty, the paymaster's second clerk should proceed with the service companies.

Crime books.

2141. Guard reports will be abolished on service and a crime book kept up instead (*vide* India Army Form No. 15).

Returns to be kept up at headquarters.

2142. The following returns will be prepared at headquarters of corps, *viz.*,—

1. Daily return of strength (*vide* India Army Form No. 16).
2. Weekly disposition return.
3. Weekly duty state.
4. Monthly disposition return (to quartermaster-general).
5. Monthly court-martial return.
6. Confidential report on officers (Army Form B 194). Only the following information need be entered in this form, *viz.*,—
   - (*a*) If passed for promotion (authority to be stated).
   - (*b*) If acquainted with foreign languages.
   - (*c*) If married or single.
   - (*d*) Period of employment at home and abroad.
7. Nominal return of officers for depôt.
8. Return of horses proposed to be cast.

Returns to be discontinued while on service.

2143. The following returns will be discontinued while on service:—

Canteen accounts (depôt will submit for depôt only).
Report on government libraries (depôt will submit).
Report on regimental bazaars.
Requisitions for bibles and prayer-books.
Monthly return of prisoners (depôt will submit for depôt only).

Returns to be prepared at the depôt.

2144. All other returns required by section XXII, Army Regulations, India, volume II, will be prepared at the depôt.

V.—Depôts of Native Regiments on Active Service.

Instructions for formation of depôt.

2145. Whenever a regiment is placed under orders for active service, the adjutant-general will issue instructions whether it is considered necessary to form a depôt.

Commandant to proceed with its organisation.

2146. If the formation of a depôt is ordered, the commandant will at once proceed with its organisation under the orders and supervision of the general officer commanding the division or district.

Selection of officer to command the depôt.

2147. A squadron or wing officer of the regiment will be detailed for the command of the depôt. The selection is left to the commandant, but it must be approved by the general officer commanding, and it is essential that the officer chosen should possess sufficient regimental experience to enable him to conduct the depôt duties satisfactorily.

V.—Depôts of Native Regiments on Active Service—*contd.*

2148. Another officer will be temporarily appointed to the regiment in the place of the officer detailed for the depôt. Another officer appointed in place of officer detailed for the depôt.

2149. The duties of the officer commanding the depôt will chiefly consist in— Duties of officer commanding the depôt.

(*a*) Enlisting recruits.
(*b*) Purchasing horses (siledár cavalry).
(*c*) Training recruits and remounts.
(*d*) Equipping and despatching drafts to headquarters.
(*e*) Keeping up the regimental books.
(*f*) Payment of remittances or allowances to the men's families (in Madras, only those residing with the depôt).
(*g*) Applying for family pensions for the heirs of deceased men, if the absence of the regiment on field service should be of long duration (in Madras, committees to investigate claims for pension are to be applied for by the officer commanding the depôt, as soon as the casualty is intimated to him).

An officer is not to be put in command of more than the depôt of his own regiment.

2150. The regiment will leave the following staff and establishments with the depôt:— Staff and establishment to be left at depôt.

Cavalry.

One native officer.
Drill dafedár or drill lance dafedár (drill haváldár or náik in Madras cavalry).
Six drill instructors (Bengal and Bombay only).
The schoolmaster and other educational establishment.
An assistant salootree (shoeing-smith in Madras).
Three rough-riders.
A lascar.
A depôt pay haváldár. } Madras only.
Three veterinary pupils. } Madras only.
Recruit and pension boys. } Madras only.

Infantry.

One native officer.
The drill haváldár, or the drill náik.
A depôt pay haváldár.
Four (or more) drill instructors.
The assistant armorer.
The schoolmaster and other educational establishment.
Two (or more) lascars.
Recruit and pension boys (Madras only).

2151. The selection of the sick and weakly men to be left at the depôt will be made by the commandant in consultation with the medical officer. Selection of sick and weakly men.

V.—Depôts of Native Regiments on Active Service—*contd.*

Proportion of able-bodied men to be left at depôt for guard duties.

2152. A sufficient number of able-bodied men, including a due proportion of non-commissioned officers, are to be left behind to perform the necessary guard duties.

Men left at depôt will be supernumerary to established strength of corps.

2153. The men left at the depôt, under the provisions of the two preceding paragraphs, will be supernumerary to the established strength of the corps.

Recruiting parties.

2154. If the regiment is ordered to recruit, special recruiting parties will be detailed.

Recruits may accompany regiment.

2155. The commandant may take such of the recruits with the headquarters as he may consider to be capable of performing useful service. They must all be fully armed and equipped, and should be sworn in under the 1st Indian Article of War before marching.

Ammunition to be returned to arsenal.

2156. All ammunition beyond the small quantity that may be required at the depôt for recruits is to be returned into the nearest arsenal.

Location of depôt.

2157. The depôt will, when convenient, be formed at the station where the regiment is serving. But if this should be remote from the districts in which the corps recruits, the depôt will be formed at some other station in or near the recruiting ground. Orders on this point will be issued by the adjutant-general when warning a regiment for service. When once formed, the depôt will not be moved until the regiment returns from field service.

Surplus baggage.

2158. The men's surplus baggage is to be packed into bundles, each of which is to be plainly marked with its owner's name in the vernacular. It is to be stored in any public building that the officer commanding the station may be able to make available for the purpose, or in the lines of not more than one troop or company (in Madras, in the space allowed in that part of the lines allotted to the depôt and families attached to it), or in the quartermaster's store-room if space can be spared. Baggage is not to be stored in the bells-of-arms, hospital, quarter-guard, or cells, which must be kept clear for the occupation of any regiment which may be sent to garrison the vacant quarters. The surplus baggage will be in charge of the officer commanding the depôt, who is responsible for its custody and preservation. If the lines are ordered to be occupied by another corps, the officer commanding that corps must put part of his men under canvas if necessary. He is on no account to interfere with the arrangements which have been made for the accommodation of the depôt with families attached to it, and for the storage and custody of the property of the regiment which has left.

Hospital establishments.

2159. Such temporary hospital establishments may be entertained for the depôt as the deputy surgeon-general may consider necessary.

Extra establishments.

2160. The following extra establishments are authorised for depôts:—

Cavalry Depôt.

Under 80 men . . . . . 1 bhisti;
From 81 to 160 men . . . . . 2 bhistis;

and so on,—one bhisti for every 80 men or fraction of 80 men.

V.—Depôts of Native Regiments on Active Service—*contd.*

Infantry Depôt.

Under 90 men	1 bhisti; 1 sweeper;
From 91 to 180 men	2 bhistis; 2 sweepers;

and so on,—one bhisti and one sweeper for every 90 men or fraction of 90 men.

2161. In depôts of regiments in which a system of messing has been established, one cook is allowed for 50 men or less, and one additional cook for every 50 men or fraction of 50 of not less than 10 men. Cooks.

In Madras, conservancy establishments for depôts are to be entertained according to local circumstances on the recommendation of the officer commanding the station approved by the quartermaster-general.

2162. The following "regimental" books are to be taken with headquarters:— Regimental books to be taken with headquarters.

Cavalry.

1. General orders (current year).
2. Regimental order book (temporary).
3. Letter book.
4. Return book (blank).
5. General defaulters' book (minor punishment book in Madras).
6. Present state book.
7. Pay book.

All other books are to be left at the depôt.

Infantry.

1. General orders (current year).
2. Regimental order book (temporary).
3. Letter book.
4. Return book (blank).
5. General defaulters' book (minor punishment book in Madras).
6. Present state book.
7. Pay book.

All other books are to be left at the depôt.

2163. The adjutant at headquarters will periodically send copies of permanent regimental orders, of punishments requiring entries in regimental defaulter sheets (Madras only), and notes for the subsequent compilation of the digest of service of the regiment, &c., to the depôt for record. Documents to be sent by the adjutant at headquarters to depôt.

V.—Depôts of Native Regiments on Active Service—*concld.* VI.—Foreign Service Details.

Squadron and half-battalion books to be taken.

2164. The following squadron or half-battalion books will be taken:—

Cavalry.

1. Order books (Bengal and Bombay).
2. Muster roll, &c., forms.
3. Equipment accounts.
4. Defaulter sheets.
5. Acquittance roll book.

} Madras only.

All other books are to be left at the depôt.

Infantry.

1. Order books (Bengal and Bombay).
2. Muster roll; pay abstract, and acquittance roll forms, (Bengal and Bombay).
3. Equipment accounts.
4. Defaulter sheets.
5. Acquittance roll book.

} Madras only.

All other books are to be left at the depôt.

Quartermaster's books to be taken.

2165. The following quartermasters' books are to be taken:—

1. Book for indents, returns, &c.
2. Letter book.
3. Book form, ordnance No. 66 (Bengal and Bombay).
4. Equipment account book (Madras cavalry and infantry only).
5. Gram and forage accounts (Madras cavalry only).

All other books are to be left at the depôt.

Copies of general orders and Indian Army circulars.

2166. Copies of general orders and Indian Army circulars will be supplied to the depôt from army headquarters.

Corrections to books of regulation.

2167. Corrections to the books of Army Regulations will be forwarded to the officer commanding the depôt, and not to the headquarters of the regiment.

Questions regarding formation of depôts to be settled by general officers.

2168. If any question should arise in the formation of the depôt which are not provided for in these regulations, they should, if possible, be settled by the general officer commanding, without reference to army headquarters.

VI.—Foreign Service Details.

SPECIAL—MADRAS.

Memoranda relative to details left behind, on Madras Regiments proceeding beyond sea, and to details of sick or wounded returning thence to the coast.

Documents to be sent to depôt before embarkation.

2169. Prior to the embarkation of the headquarters of a regiment, the officer commanding will transmit to the commandant of the Madras infantry depôt at Palaveram a transcript from the regimental register,

VI.—Foreign Service Details—*contd.*

and also from the register of heirs for property and pension, of each man intended to be left behind.

2170. When it may be necessary to send men back to the coast, for the benefit of their health or other cause, either from regimental head-quarters or from outposts, transcript registers, as above, are to be transmitted by the officer commanding the regiment, to the commandant of the Madras infantry depôt at Palaveram. Documents to be sent to depôt when men return to the coast.

The men will be landed at the ports nearest to the station to which they are proceeding, returning from thence to Burma on the expiration of their leave, &c.

2171. The following documents are to be delivered by the officer commanding the regiment or outpost, to the officer in charge of the details returning to the coast; or should there be no officer in charge, to the captain of the vessel: — Documents to be delivered to officer taking over the details.

i.—A separate certificate for each man of rations short-issued and for which compensation may be due (M. M. F. 639 and 640).

ii.—A separate list of regimental necessaries and other property in the possession of each individual (M. M. F. 511). *Note.*—Bounty clothing that has not been in use the prescribed period, and clothing in wear, is to be lodged in regimental stores.

iii.—A nominal roll of the party showing the cause of return of each individual and destination (M. M. F. 582).

iv.—A separate pay certificate for each man, on the back of which one of the following entries, as each case may require, is to be made:—

"The officer next drawing pay for the bearer hereof is requested to stop from him in one sum rupees annas , being deduction due on family certificate No. , dated , for the month of , and to remit that sum to the superintendent of family payments, Fort St. George, Madras" or—

"No stoppages are to be made from the bearer hereof on account of family certificate."

v.—A *duplicate* general roll of the family certificates of the detail (M. M. F. 473). Commanding officers will be held personally responsible that this roll and those referred to in para. 57, sec. II, of the Family Payment Regulations, for men proceeding on sick leave, are sent by the same vessel as the men they refer to. The *original* of this document is to be transmitted by post to the superintendent of family payments.

vi.—Company defaulter sheets of those men only who may be proceeding to Palaveram.

vii.—Medical case (*original*).

viii.—Extract from regimental register.

ix.—Extract from regimental register of heirs.

x.—Medical history sheets.

VI.—Foreign Service Details—*contd.*

(*a*) In the cases of men disembarking at any port other than Madras, the following documents of those above enumerated are to be sent to the station staff or other officers charged with the payment of the details at the stations to which the men are proceeding on leave by post previous to the departure of the men, or, if that be impossible, then by the same vessel by which the men proceed:—

(i) List of necessaries.
(ii) Last pay certificate [as per clause (iv)].
(iii) Duplicate of medical case.
(iv) Extract from the nominal roll.

Discharged men to be included in nominal roll.

2172. Men actually discharged and struck off the strength of the regiment are to be inserted in the nominal roll, which must contain the cause and authority under which the discharge took place, the date of removal from the strength of the regiment, the date to which paid, and whether any and what claims remain unadjusted.

No other documents required for discharged men.

2173. No other documents are required for discharged men, except a list of property in their possession, in order to its being secured in case of death; and the documents necessary for the adjustment of any claims that cannot be settled prior to their return to the coast.

How the documents are to be forwarded

2174. The papers referred to in para. 2171 relating to each man are to be put up in separate bundles and secured by a paper binder bearing the individual's regiment, number, rank and name: these documents, accompanied by a letter stating their number, are to be delivered to the officer who proceeds in command of the troops, who, on arrival at Madras, will deliver all to the deputy assistant adjutant-general, Eastern district, who will at once forward No. v to the superintendent of family payments, and the remainder to the commandant, Madras infantry depôt, Palaveram.

If no officer proceeds in command.

2175. Should there be no officer proceeding in command of the detail, the whole of the documents mentioned in the preceding paragraph are to be delivered to the commander of the vessel, with a request that, on arrival at Madras, they may be put up in a sealed packet, addressed to the deputy assistant adjutant-general, Eastern district, Fort St. George, and sent on shore with the post office mails, and on their receipt they will be despatched as ordered in the preceding paragraph for disposal. The officer in charge of native details, Rangoon, will be held responsible that all documents relating to the detail are sent by the same steamer.

Duplicate of nominal roll to be sent to adjutant-general.

2176. A duplicate of the nominal roll (M. M. F. 582), together with any other documents connected with the details, and a report of the date of despatch from Burma of the documents referred to in para. 2171 (*a*), and of the departure of the men, is to be transmitted through the regular channel to the adjutant-general, so as to be forwarded by the mails conveyed in the vessel on which the details are embarked.

Casualties during the passage.

2177. Casualties during the passage and their dates are to be carefully noted on the general roll of family certificates (M. M. F. 473), should their names be borne thereon, and also on the nominal roll (M. M. F. 582).

VI.—Foreign Service Details—*contd.*

The effects of men who may die during the passage are to be secured and sent under charge of the orderly attendant, to the deputy assistant adjutant-general, Eastern district, Fort St. George, and his receipt for the same brought or sent to the adjutant-general.

Baggage to be properly marked.

2178. Previous to arrival at the port of debarkation, the officer commanding the detail should see that every man has the box or bundle containing his property distinctly labelled with his name, general number, and the number of his regiment, so that in the event of the troops landing without their baggage, the local authorities may have no difficulty in discovering the owners when the baggage is sent on shore.

Medical cases.

2179. In all cases of men returning to the coast sick, the history and account of the progress of their cases and of the remedies used, are to be sent along with them. Men who are too ill to proceed to Palaveram are to be sent to the hospital of the Madras regiment stationed at Royapurum in Madras. If a medical officer be in charge, they will be delivered to him, and he will disembark with the sick, proceed to the hospital of the Madras infantry regiment stationed at Royapuram in Madras, and deliver the cases to the medical officer in charge of that hospital. Should there be no medical officer in charge, the cases are to be delivered to the officer in charge or to the commander of the vessel, who will, as the case may be, deliver in person, or forward them, with the other documents, to the deputy assistant adjutant-general, Eastern district.

(*a*) On the embarkation of sick details for the coast, the general officer commanding British Burma division will intimate to the general officer commanding Eastern district, by telegram, the probable number of men for whom accommodation will be required in the hospital above mentioned.

(*b*) Any men for whom there is no accommodation in the hospital of the regiment at Royapuram should, under the orders of the general officer commanding Eastern district, be sent direct from the place of landing to the hospital of the Madras infantry regiment at Perambore.

(*c*) All men whom commanding officers wish to be brought before a medical invaliding committee with a view to their being pensioned from unfitness for further service should be sent direct to the Madras infantry depôt at Palaveram for final disposal.

(*d*) The officer commanding the Madras infantry depôt at Palaveram will report to officers commanding regiments serving in Burma—

i.—The arrival at the depôt of all men of their regiments, whether from Burma on sick leave or on rejoining from their native villages or from any detached duty.

ii.—The departure of all men from the depôt, whether on leave or to join or on duty.

iii.—The grant of all sick or other leave to men, with the dates from and to which such leave extends.

VI.—Foreign Service Details—*concld.*

iv.—When any man who may have come from Burma in attendance on a sick comrade is sent to accompany a sick man to his native village.

(*e*) The officer commanding Madras infantry depôt will send back to Burma, by the first steamer after the expiration of their leave, all men who have been sent to India on medical certificate. Such men are not to be kept at the depôt after their leave has expired, except on a fresh medical certificate.

(*f*) Men arriving from Burma in attendance on sick comrades are to be sent to rejoin their regiments by the next steamer. Such men should not be detailed to accompany sick comrades to their native villages when there are other men at the depôt available for the duty, and they are not to be granted furlough except under very special circumstances, and then only under the sanction of the general officer commanding Eastern district.

Roll of advances.

2180. Officers arriving at the presidency or other station in temporary charge of details of corps, from foreign service or otherwise, are required to furnish the officer to whom they may make over charge with a roll, in the subjoined form, of all advances made and remaining to be accounted for, in order that the proper steps may be taken for, their punctual adjustment. When advances may have been had upon more than one receipt, or from different paymasters, a separate roll is to be prepared for each advance. These rolls for details from foreign service are to be delivered to the adjutant-general.

ROLL OF ADVANCES *made (upon receipt of Lieutenant A. B.,———Regiment, dated . 188 , to the Paymaster) to details of the under-mentioned corps.*

Madras, 3rd February 18 .

Corps.	Regtl. No.	Company and No.	Rank and Names.		Amount. R.	a.	p.	Present station of each.	Amount how to be recovered.
— Regt. — Battln. — Brig., R. Arty. .	580	B 6	Private	A. B.	10	0	0	Poonamallee	Officer Commanding Depôt.
	251	A 50	Gunner	C. D.	10	0	0	Mount .	Officer Commanding 20th Brigade, Royal Artillery.
„ .	950	A 90	„	E. F.	10	0	6	Died on the 10th Feb.	ditto.

2181. These instructions are to be considered applicable, as far as circumstances permit, to details of all branches of the service. A copy of this section is on all occasions to be furnished to the officer in charge of details, or to the commander of the vessel on which they are embarked.

SECTION XIX.—RECRUITING.

I.—Recruiting for the British Army. | II. Recruiting for the Native Army.

I.—Recruiting for the British Army.

Regulations for recruiting.

2182. The regulations which govern the enlistment of recruits and the extension ofarmy service or re-engagement of British soldiers are contained in "The Queen's Regulations and Orders for the Army," "The Army Act," "Royal Warrant, 1884, part 1," "The Army Medical Regulations," and the circulars and general orders issued from the War Office or Horse guards in relation thereto, and made applicable to India.

Conditions under which recruits can be enlisted in India.

2183. Commanding officers are only authorised to enlist at the headquarters station of the regiment or battalion, and must apply to the adjutant-general for sanction to enlist individuals at other stations. Recruits should not be refused because the corps may be at the particular time in excess of the established strength. All applications for enlistment into the royal artillery should be made to the deputy adjutant-general or assistant adjutant-general, royal artillery.

Definition of the term "European parentage."

2184. Men whose fathers and maternal grandfathers, or whose mothers and paternal grandfathers, were of pure European origin, are considered to be of European parentage, and eligible accordingly for enlistment in British corps. The children of intermarriages between persons of this lineage are equally eligible to be so enlisted.

2185. It must be stated in the attestation papers of all recruits enlisted in India, that they have no claim to be sent back to India at the expiration of their color and reserve service.

Enlistment of boys.

2186. The instructions laid down in section XIX, Queen's Regulations and Orders for the Army, regarding the enlistment of boys, are applicable to India. Their parentage, however, must be within the limits laid down in para. 2184, and they must be pronounced constitutionally fit for service in any climate by a medical officer of the British service. The enlistments are to take place at headquarters of regiments and battalions only, and no expense is to be incurred to the state in enabling the boys to join.

II.—Recruiting for the Native Army.

GENERAL INSTRUCTIONS.

Enlistment of sepoy-musicians, buglers, &c.

2187. Sepoy-musicians and drummers or buglers may be entertained if over 14 years of age, and physically fit for the duties of a soldier, or likely to become so on attaining the full age. They may be selected from all classes: the enlistment of individuals professing the Christian religion being restricted to those whose parentage will not admit of their being enlisted in a British regiment. This restriction does not apply to Madras.

II.—Recruiting for the Native Army—*contd.*

Men who have been in the service of a foreign state.

2188. Any individual who has been in the military service of a foreign state is not to be enlisted until it has been ascertained that he is not a deserter. This fact should be most carefully verified in the case of men offering themselves for enlistment as musicians.

Examination of recruits by medical officers.

2189. Before enlistment, recruits are to be examined and pronounced "fit for the service" by the medical officer of the regiment.

Recruits enlisted for general service.

2190. All recruits are to be enlisted for general service, and no man is to be taken who does not undertake to serve beyond sea, whether within the territories under the Indian government or beyond them. The liability to be sent on foreign service, and the obligations under which they place themselves, are to be explained to recruits when enlisted, and also when being sworn in.

Caste or religion not allowed to interfere with duties.

2191. It is also to be explained to recruits that no pretext of caste, or religion can be permitted to interfere with the duties of a soldier.

Responsibility of recruiting parties for returns.

2192. Recruiting parties and soldiers bringing up men for enlistment are responsible for the correctness of the recruits' names, castes and villages, and that they are not men of known bad character.

Chest measurements.

2193. Medical officers will be guided by the instructions relative to chest measurements laid down in vol. VI, Army Regulations, India.

Rods and tapes.

2194. A rod and tape (to be supplied from regimental funds, for the measurement of recruits, are to be kept in every native regiment.

Declaration of previous service.

2195. All candidates for enlistment are to declare whether they have served before as soldiers, and when any doubts may exist as to the truth of their assertion to the contrary, they are to be refused.

Recruiting forms.

2196. Native recruiting officers are to be supplied with blank recruiting forms. The columns of these forms should be headed in the recruiting officer's own language as well as in English.

Camel sowars.

2197. The following establishment of camel sowars is maintained in regiments of native cavalry (Bengal and Bombay presidencies):—

Regiments of Bengal and Bombay cavalry and Punjab Frontier Force	8 per regiment.
Central India Horse	16 „
Cavalry of the Deoli Irregular Force	2 „
Cavalry of the Erinpura Irregular Force	4 „

The cavalry of the Guide Corps and of the Hyderabad Contingent are allowed a separate establishment of camel sowars,—namely, in the Guide Corps 8, and in each regiment of the Hyderabad Contingent 4.

The number of camel sowars in each regiment, with the exception of the Guide Corps and the Hyderabad Contingent, is included in the total sanctioned strength of privates.

The subscriptions to the Chunda Fund from camel sowars will be on the scale laid down for privates, but in all muster rolls the camels should be shown distinct from the horses.

II.—Recruiting for the Native Army—*contd.*

2198. In order to maintain the native armies as nearly as possible at full strength, and to provide a margin for casualties, officers commanding regiments of native infantry (Goorkha and Assam regiments excepted) are authorised to enlist 20 sepoys (or privates) in excess of the establishment. Enlistment of 20 sepoys (for privates) in excess of establishment.

SPECIAL—BENGAL.

2199. As a general rule, no recruit is to be entertained in the infantry who is not 5 feet 6 inches high, or who is under 16 years of age, or over 25 years of age, unless in the latter case he may have served before. In the cavalry, a sowar should not, as a rule, be under 5 feet 5 inches in height, or above 25 years of age; exceptions may, however, be made in the case of men who have served before, or who are likely to prove efficient cavalry soldiers. Height and age for recruits.

The minimum age for enlisting recruits for the Bengal cavalry is fixed at 16 years, as in the infantry. Minimum age.

2200. The following chest measurements are laid down for the guidance of examining medical officers, who, however, are permitted to exercise discretion in accepting or rejecting men :— Chest measurements of recruits.

For Sikhs, Pathans, and Punjabi Mussulmans of 24 years of age, and height 5 feet 6 to 8 inches	34½ inches.
For Sikhs, Pathans, and Punjabi Mussulmans of 24 years of age, and height 5 feet 10 inches and upwards . . .	35½ „
For Hindustani Mussulmans, Hindus, Dogras and others of 24 years of age, and height 5 feet 6 to 8 inches . . .	34 „
For Hindustani Mussulmans, Hindus, Dogras and others of 24 years of age, and height 5 feet 10 inches and upwards . .	35 „
Young lads of from 16 to 20 years of age, with every appearance of further development	32 „
Young lads at 22 years of age, with every appearance of further development	33 „

(No standard for Goorkhas.)

In Pioneer regiments each company should contain in its ranks— Pioneer regiments.

1 mate smith,	1 hammerman,
1 mate carpenter,	1 bellows boy,

who are to be enlisted as part of the authorised strength of corps as fighting men, and who are to be physically fit for military duties.

2201. The enlistment of sepoy-musicians, trumpeters, drummers, fifers, buglers, and artificers of pioneer regiments, is authorised for fixed periods not exceeding ten years, and the number of years that any such recruit may enlist for is to be inserted in the declaration read to him at the time of enlistment. Every such recruit must execute a written engagement to serve as above for the period specifically agreed upon; but any of the above-named individuals who may be transferred to serve as sepoys in the ranks are entitled to claim their discharge in the same manner as other sepoys. Limited service for sepoy-musicians, &c.

2202. Commanding officers of native cavalry corps are allowed to enlist three dismounted recruits per troop, within the prescribed establishment, in places where it may be found difficult to obtain mounted Enlistment of dismounted recruits.

II.—Recruiting for the Native Army—*contd.*

recruits, on condition that any such recruit does not remain dismounted for a longer period than six months. Every case in which the period is exceeded is to be reported to the adjutant-general, Simla.

Enlistment of farriers and salutries.

2203. Farriers and salutries in the native artillery and cavalry are to be enlisted as fighting men, and are to be physically fit for military duties.

Enlistment of Goorkhas.

2204. Recruits for Goorkha regiments are to be obtained by the exertions of individual Goorkha soldiers, as recruiting parties are prohibited from crossing the Nepal frontier for the purpose of enlisting Goorkhas.

Descriptive rolls of Pathan soldiers dismissed for bad conduct.

2205. Whenever a Pathan soldier is dismissed the service for misconduct, or whenever a Pathan soldier of known bad character is discharged, descriptive rolls of the man, giving, when possible, indelible marks, are to be sent to the commanding officers of all regiments which enlist Pathans (paragraph 2218), and to the military secretary to the government of the Punjab.

Authority for detaching recruiting parties.

2206. Recruiting parties are to be detached under the orders of the general officer commanding the division or district.

Recruiting by native officers and men when on furlough.

2207. Commanding officers may avail themselves of the services of their native officers and men going on furlough to bring recruits with them on return.

Recruiting officers to report to civil officers of district.

2208. Native officers or non-commissioned officers employed on recruiting duty will report themselves to the civil officer of the district and request his assistance.

Recruits to be taken to tahsildar first.

2209. Every recruit, after enlistment, is to be taken to the tahsildar of his village, in order that he may verify his name, caste, parentage, and residence. Lists with the tahsildar's signature will be shown to the district officer, who will record that the returns are correct.

To be examined afterwards by medical and commanding officer of nearest native corps.

2210. Recruits are then to be taken to the commanding officer of the nearest native regiment of that branch of the service for which they have been enlisted, who will cause their names to be entered in a roll (Bengal Form 404)* and send them to the medical officer in charge of the regiment for examination. Those who are pronounced "fit for the service" will then be inspected by the officer commanding the regiment, who, should he approve of them, will sign the roll and pass them into the service. The roll will then be sent to the commanding officer of the regiment for which the recruits are enlisted, and they will be taken on its strength from the dates of their enlistment by the recruiting parties.

Action to be taken if a recruit thus passed is objected to regimentally.

2211. When a recruit thus passed into the service is considered unfit by the commanding officer and medical officer of the regiment for which he was enlisted, he is to be examined by a board of medical officers, when the assembly of such a board is possible, and in the event of the recruit being rejected by the board, the proceedings are to be submitted to the adjutant-general. In cases where a board cannot be assembled, a report is to be made to the adjutant-general.

* Bombay Form No. 186.

II.—Recruiting for the Native Army—*contd.*

Verification of recruits.

2212. On the arrival of recruits at regimental headquarters, or on the enlisment of a recruit at headquarters, a descriptive roll, in duplicate, of each man is to be prepared on Bengal Form No. 393, and forwarded to the civil officer of the district to which the recruit belongs. The district officer having caused the rolls to be verified, will retain one copy for registry in his office, and return the other with such remarks, as to the antecedents of the recruits, as he may consider necessary. When the particulars have been entered in the long roll, the verification rolls may be destroyed.

Registry of Goorkha and other recruits.

2213. The foregoing rules regarding the registry of recruits and the verification of their descriptive rolls do not apply to Goorkhas or recruits from beyond the British frontier.

Declaration to be made to recruits.

2214. Every recruit, prior to his being enrolled in his regiment and sworn in according to the Indian Articles of War, is to have the accompanying declaration made to him by the commanding officer in front of the regiment or corps, and in presence of the officers and soldiers:—

"In time of peace, after having served for three years, on making application for your discharge through the commanding officer of your company (troop or battery), it will be granted to you in two months from the date of application, provided it does not cause the vacancies in the company (troop or battery) to exceed ten, in which case you must remain until that objection be removed, or waived by competent authority; but in time of war you have no claim to a discharge, and you must remain and do your duty until the necessity of retaining you in the service shall cease. In the event of your re-enlisting you have no claim to reckon your previous service to discharge."

Native soldiers styled recruits until attested.

2215. Native soldiers are to be styled "recruits" until attested. No recruit is to be attested until he has qualified according to the test laid down in the regulations for the musketry instruction of native troops.

Caste constitution of Bengal army.

2216. The caste constitution of the Bengal Army is laid down in the following tables. General officers commanding divisions and districts are to extract strict compliance with these instructions, and are to satisfy themselves that none but recruits of the authorised classes are enlisted.

1. Khutteeks.
2. Mehtars.
3. Chumars.
4. Dhanooks.
5. Pasis.
6. Lodhs.
7. Gararias.
8. Baniahs.
9. Kaiths.
10. Kurmis.
11. Bhaths.
12. Other castes inferior to the above.

Enlistment of certain classes forbidden.

2217. The enlistment in the army of men belonging to the classes named in the margin is forbidden.

II.—Recruiting for the Native Army—*contd.*

Regiments in which enlistment of Afridis permitted.

2218. The following are the only regiments in which the enlisment of Afridis is permitted:—

11th Bengal Lancers.	20th Punjab Infantry.
17th Bengal Cavalry.	21st Punjab Infantry.
19th Bengal Lancers.	24th Punjab Infantry.
	26th Punjab Infantry.

Afridis to be kept together in one troop or company.

2219. The Afridis in these regiments are to be kept together in one troop or company.

Enlistment of Punjabi Hindus or Moonahs.

2220. Punjabi Hindus or Moonahs may be enlisted in Sikh or Dogra troops or companies, to the extent of one-tenth of their establishment.

Men of certain districts to be returned as Hindustanis, not as Punjabis.

Delhi, Gurgaon, Jhajjar, Kurnal, Rohtak, Hissar.

2221. Men belonging to the districts marginally noted are to be returned as Hindustanis, not as Punjabis.

Enlistment of certain classes of Hindustani Hindus.

2222. Goojurs, Ahirs, and other classes of Hindustani Hindus, not named in the following tables, may be enlisted under the head of "other Hindus," provided they are fit for military service.

Classes of which the four Goorkha regiments should be mainly composed.

2223. The following are the classes of which the four Goorkha regiments should be mainly composed:—

1. Goorung	2. Magar.
3. Khawas	4. Thakoor.

Enlistment of Khus, Demais, &c.

Khus, Demai, Lohar, Sarkie, Newars.

2224. Commanding officers may also enlist a small proportion (about five per cent.) of the castes marginally named; also a few line boys, if they consider it desirable.

Assam regiments.

2225. The Assam regiments may enlist any class of Goorkhas.

Enlistment of hillmen.

2226. Officers commanding regiments which enlist "hillmen," *i.e.* Ghurwalis, Newars, and Kumaonis, should generally do so in communication with the Resident of Nepal, or with the Commissioner of Kumaon, who will assist them in obtaining suitable recruits, but the enlistment of Goorkhas in these regiments under the heading of "hillmen" is forbidden.

Enlistment of trumpeters, farriers, &c.

Trumpeters, farriers, fifers, buglers, musicians, artificers, in Poineer regiments.

2227. Commanding officers may enlist men of the castes which they consider most appropriate for the posts marginally quoted.

II.—Recruiting for the Native Army—*contd.*

Caste constitution of the Bengal Cavalry.

Corps.	Whether "class regiment" (C) or class troops (C T).	MAHOMEDANS.				HINDUS.						Remarks.
						PUNJABI.				HINDUSTANI.		
						Sikhs.						
		Hindustani.	Punjabi.	Independent tribes beyond North and North-West Frontier.	Trans-Indus and border tribes from within British territory.	Jats, Khuttries, &c.	Ramdassies, Muzbees.	Dogras.	Other Hindus.	Rajpoots.	Other Hindus.	
1st Bengal Cavalry	C	8	...	...	...	...	...	...	...	...	...	
2nd „	C T	2	...	...	...	2	...	...	...	2	2 (*a*)	(*a*) Jats of Hindustan.
3rd „	C T	3	...	...	...	2	...	...	...	1	2 (*b*)	(*b*) Ditto.
4th „	C T	4	...	...	...	2	...	...	...	...	2 (*c*)	(*c*) Ditto.
5th „	C T	2	...	...	...	1	...	...	...	1	2 (*d*)	(*d*) Ditto.
6th „	C T	2	...	...	...	3	...	...	...	1	2 (*e*)	(*e*) One troop Jats of Hindustan.
7th „	C T	2	...	...	...	1	...	1	...	2	2 (*f*)	(*f*) Jats of Hindustan.
8th „	C T	3	1	...	...	1	...	...	...	1	2 (*g*)	(*g*) One troop Jats of Hindustan.
9th Bengal Lancers	C T	...	3	...	1	3	...	1	...	...	...	
10th „	C T	...	2	...	1	3	...	2	...	...	...	
11th „	C T	...	1	...	1 (*h*)	4	...	2	...	...	...	(*h*) ½ of this troop may consist of Afridis.
12th Bengal Cavalry	C T	...	3	...	...	4	...	1	...	...	...	
13th Bengal Lancers	C T	...	2	...	1	3	...	2	...	...	...	
14th „	C	...	...	...	...	...	...	...	...	...	8 (*i*)	(*i*) Jats of Hindustan.
15th Bengal Cavalry	C	...	3	...	5	...	...	...	...	...	...	
16th „	C T	...	...	...	...	4	...	2	...	...	2 (*k*)	(*k*) Jats of Hindustan.
17th „	C T	...	4	2 (*l*)	2	...	...	...	...	...	...	(*l*) Such as Baluch, Afghans, Farsiwans and Afridis.
18th „	C T	...	5	...	...	3	...	...	...	...	...	
19th Bengal Lancers	C T	...	2	1 (*m*)	1	3	...	1	...	...	...	(*m*) Afridis permitted in this troop. If a complete troop of trans-border tribes-men cannot be maintained, vacancies may be filled from trans-Indus British subjects.

II.—Recruiting for the Native Army—*contd.*

Caste constitution of the Bengal Infantry.

Corps.	Whether "class regiment" (C) or class company" (C C).	MAHOMEDANS.				HINDUS.								NORTH-EAST FRONTIER.		Remarks.
						PUNJABI.				HINDUSTANI.						
						Sikhs.										
		Hindustani.	Punjabi.	Independent tribes beyond North and North-West Frontier.	Trans-Indus and border tribes from within British territory.	Jats, Khutries, &c.	Ramdassies, Muzbees.	Dogras.	Other Hindus.	Brahmins.	Rajputs.	Other Hindus.	Goorkhas.	Hillmen (Kumaonis, Garhwalis, Newars).	
1st N. I.	C C	2	...	...	...	...	..	...	...	2	3	1	...	...	
2nd ,,	C C	2	...	...	...	...	...	...	...	2	3	1	...	...	
3rd ,,	C C	2	...	...	...	...	...	...	...	2	2	1	...	...	
4th ,,	C C	2	...	...	...	...	...	...	...	2	3	1	...	...	
5th ,,	C C	2	...	...	...	...	...	...	...	1	2	3 (a)	...	...	(a) Two of these companies should be Jats of Hindustan.
6th ,,	C C	2	...	...	...	...	...	...	...	...	2	4 (b)	...	...	(b) Ditto.
7th ,,	C C	2	...	...	...	...	...	...	...	1	3	2	...	...	
8th ,,	C C	2	...	...	...	...	...	...	...	1	3	2	...	...	
9th ,,	C C	1	...	...	...	...	...	...	...	1	2	2 (c)	...	2	(c) Jats of Hindustan.
10th ,,	C C	2	...	...	...	...	...	...	...	1	2	3 (d)	...	...	(d) Two of these companies should be Jats of Hindustan.
11th ,,	C C	2	...	...	...	...	...	...	...	2	3	1	...	...	
12th ,,	C C	3	...	...	...	...	...	...	...	1	2	2	...	...	
13th ,,	C C	2	...	...	...	...	...	...	...	...	1	4 (e)	...	1	(e) Ditto.
14th ,,	C	...	...	...	...	8 (f)	...	...	...	...	...	...	...	...	(f) Cis-Sutlej Sikhs chiefly.
15th ,,	C	...	...	...	...	8 (g)	...	...	...	...	...	...	...	...	(g) Ditto.
16th ,,	C C	2	...	...	...	...	...	...	...	1	3	2	...	...	
17th ,,	C C	3	...	...	...	...	...	...	...	2	3	...	...	...	
18th ,,	C C	2	...	...	...	...	...	...	...	1	2	1	...	2	
19th ,,	C C	...	2	1	1	4 (a)	...	...	...	...	...	...	...	...	(a) Cis-Sutlej Sikhs prohibited.
20th ,,	C C	...	1	2 (b)	1	2 (c)	...	3	...	...	...	...	...	...	(b) Afridis. (c) Cis-Sutlej Sikhs prohibited.
21st ,,	C C	...	2	1 (d)	1	3 (e)	...	1	...	...	...	...	...	...	(d) Ditto. (e) Ditto.
22nd ,,	C C	...	3	...	...	4 (f)	...	1	...	...	...	...	...	...	(f) Cis-Sutlej Sikhs prohibited.
23rd ,,	C	...	...	...	...	...	8	...	...	...	...	...	...	...	May include 5 per cent. of Labanas.
24th ,,	C C	...	2	(i)	...	4 (g)	...	1	...	...	...	...	...	...	(g) Cis-Sutlej Sikhs prohibited.
25th ,,	C C	...	3	...	...	3 (h)	...	2	...	...	...	...	...	...	(h) Ditto.
26th ,,	C C	...	...	1 (i)	2	4 (j)	...	1	...	...	...	...	...	...	(i) Afridis. (j) Cis-Sutlej Sikhs prohibited.
27th ,,	C C	...	2	...	2	3 (k)	...	1	...	...	...	...	...	...	(k) Cis-Sutlej Sikhs prohibited.
28th ,,	C C	...	2	...	2	3 (l)	...	1	...	...	...	...	...	...	(l) Ditto.
29th ,,	C C	...	2	...	...	4 (m)	...	2	...	...	...	...	...	...	(m) Ditto.
30th ,,	C C	...	2	...	...	4 (n)	...	2	...	...	...	...	...	...	(n) Ditto.
31st ,,	C C	...	2	...	...	4 (o)	...	2	...	...	...	...	...	...	(o) Cis-Sutlej and Trans-Sutlej Sikhs.
32nd ,,	C	...	...	...	...	...	8	...	...	...	...	...	...	...	May include 5 per cent. of Labanas.
33rd ,,	C C	2	...	...	...	...	...	...	...	2	2	2 (p)	...	...	(p) Jats and other Hindus.
38th ,,	C C	...	...	...	...	...	...	...	...	...	2	4 (q)	...	2 (r)	(q) Two of these companies to be Jats of Hindustan. (r) To be chiefly Newars and Garhwalis.
39th ,,	C C	...	...	...	...	...	...	...	...	1	1	4 (s)	...	2	(s) Two of these companies to be Jats of Hindustan.
40th ,,	C C	...	...	...	...	...	...	...	...	1	3	4	...	...	
42nd ,,	C C	...	...	...	...	...	...	...	...	...	...	...	8 (t)	...	(t) To include about 15 Jhurwahs in each company.
43rd ,,	C	...	...	...	...	...	...	...	...	...	...	...	8 (t)	...	
44th ,,	C	...	...	...	...	...	...	...	...	...	...	...	8 (t)	...	
45th ,,	C	...	...	...	...	8 (u)	...	...	...	...	...	...	...	...	(u) Cis-Sutlej and Trans-Sutlej Sikhs.
1st Goorkhas.	C	...	...	...	...	...	...	...	...	...	...	...	8	...	
2nd ,,	C	...	...	...	...	...	...	...	...	...	...	...	8	...	
3rd ,,	C	...	...	...	...	...	...	...	...	...	...	...	8	...	
4th ,,	C	...	...	...	...	...	...	...	...	...	...	...	8	...	

II.—Recruiting for the Native Army—*contd.*

SPECIAL—MADRAS.

2228. The standard height and age of recruits for the various branches of the service are as follows:— Standard height and age for recruits.

	Height. F.	Height. I.	Years of age. Not under	Years of age. Not above	
Light Cavalry (*a*)	5	6	16	22	
Infantry	5	5	16	25	
Sappers and Miners	5	5	16	25	
Store lascars	5	4	16	22	
Regimental lascars	5	4	16	25	
Puckallies	...	...	16	25	
Native artificers of cavalry	...	...	16	25	
Native drivers of batteries of field and horse artillery	5 to 5	3 to 6	18	25	Chest 33 inches

If it is desired to enlist any driver who does not fulfil the above requirements, the case should be specially referred to the assistant adjutant-general, royal artillery, for the orders of the commander-in-chief.

No recruits will be permitted to marry, or, if already married when he enlists, to have his wife to reside in the regimental lines, for three years after his enlistment. This order is to be explained to every candidate for enlistment.

The restrictions as to marriage will not apply to recruits enlisted for a regiment *under orders* for Burma, or to men of less than three years' service already serving in such regiment.

2229. The provisions of para. 2200 (last clause) as regards pioneer regiments are applicable to Madras pioneer regiments. Pioneer regiments.

*** 2230.** Men of 5 feet 4 inches are permitted to be enlisted for the sappers and infantry, provided they are of active make, athletic, and not under 16 years of age. This permission, however, is not to be received as lowering the standard, but as an exception in favor only of individuals in other respects eligible; store and regimental lascars may be enlisted at 5 feet 3 inches, with the above proviso. It is to be understood that the discharge of men thus enlisted and once finally approved will not be thereafter sanctioned on account of their being *under size*. Lower height allowed under certain circumstances.

No enlistments are to be made under this para. without previous reference to army head-quarters.

*** 2231.** A portion at least of recruits for the sappers and miners should be acquainted with one or other of the ordinary handicrafts—such as bricklaying, carpentry, stone-cutting, sawing, pottery, &c. Sappers and miners.

2232. Men of pure European parentage, *i.e.*, whose fathers and mothers are pure Europeans, are not to be enlisted *in any grade whatever* of the native army. Enlistment of Europeans prohibited.

(*a*) As regards the cavalry, special exceptions may, however, be made in the case of men who have served before, or who are in all respects likely to prove efficient cavalry soldiers. Veterinary pupils will be enlisted between the ages of 15 and 17.

II.—Recruiting for the Native Army—*contd.*

Ineligible recruits.

2233. The sanction of the commander-in-chief must be obtained prior to the enlistment of any recruit who is not eligible according to the foregoing regulations.

Transfer of lascars, puckallies, &c., to the ranks.

2234. Officers commanding native corps may transfer lascars, puckallies, bhisties, bazaar chowdries, and peons to the ranks as privates without previous reference to army headquarters, provided the parties wishing to be transferred are pronounced fit for the ranks and are not above 28 years of age. Such of the above as are entitled by regulations to pension will be allowed to count three-fourths of their service at the time of transfer towards pension in their new grades, but not towards good-conduct pay, the service for which counts from the date of transfer as privates. The monthly returns showing the transfer should also show under the head "Register of Enlistments" the amount of service each man so transferred is entitled to count. Artificers and others *not entitled to pension under military rules* cannot count former service on such transfer.

Enlistment of recruits.

2235. No recruits are to be enlisted but at the headquarters of regiments, or by parties detached for the purpose, or by order of the adjutant-general. Recruiting from outside the limits of the presidency as defined in adjutant-general's circular memoranda dated 7th June 1878, and No. N. A. (Recruiting) 2960 of 7th December 1885, is strictly prohibited.

Recruiting parties.

2236. No recruiting party is to be detached from a regiment without the previous sanction of the commander-in-chief, which must be applied for whenever the weak state of the corps, or the difficulty of procuring recruits at headquarters, may, in the opinion of the commanding officers, render the measure necessary. The application must specify the number and strength of the parties proposed to be detached, and to what districts.

The departure from, and return to, regimental headquarters or depôt of every recruiting party is to be reported to the adjutant-general.

Despatch of recruits to join regimental headquarters.

2237. Commanding officers will instruct native officers and non-commissioned officers in charge of recruiting parties that no recruit is to be detained with a party for more than a fortnight, but must be despatched within that period for examination to the nearest station where there is a regiment. Commanding officers will so arrange the strength of their recruiting parties as to admit of this being done.

Men enlisted at regimental headquarters.

2238. A certificate in the form subjoined is to be engrossed at the foot of the register of enlistments in the monthly return and signed by the medical officer for every recruit passed by him:—

"I do hereby certify that I have minutely examined every individual enlisted in the regiment as entered in the above register,* *with the exception of those marked X,* and that with reference to the

* The words in italics to be inserted only if necessary.

II.—Recruiting for the Native Army—*contd.*

recruiting regulations all are, in my opinion, perfectly eligible for the service."

(*Station.*)

" (*Date.*) E. F., *Surgeon,* ———— *Regiment.*

Note.—For men enlisted by the adjutant-general, an entry to the following effect is to be made opposite their names in the register of enlistments, under the head "Remarks":—

" *Enlisted by Adjutant-General,* vide *letter No.* ———— *of 18*——, *and passed by Surgeon* (name and designation)."

Advances to recruiting parties.

2239. Whenever the sanction of the commander-in-chief is obtained for sending out recruiting parties, officers commanding regiments are authorised to draw the usual allowance, as sanctioned in vol. I, part II, Army Regulations, India.

Monthly return

2240. Officers commanding regiments are required to transmit to the adjutant-general monthly returns (M. M. F. 633) of all recruiting parties detached from their headquarters, particularly remarking upon all recruits who may join the regiment during the past month. These returns to be dated on the 1st of each month and made out as soon as the requisite information has been received from the parties of their state on the last day of the preceding month. No return from the parties is required to be sent to the adjutant-general, which is to be intimated to the officer or non-commissioned officer proceeding in charge. Whenever recruits have been kept with a recruiting party for a period in excess of that laid down in paragraph 2237, an explanation is to accompany the return.

Eligible men only to be enlisted.

2241. Should the recruiting parties of a regiment fail in obtaining eligible men in one district, they should be sent to another, or they should be recalled and other parties detached.

General rules on subject of recruiting.

2242. Candidates for enlistment are to be examined by the officer or non-commissioned officer in charge of a recruiting party, and if they appear eligible they are to be enlisted, subject to examination at the nearest military station.

Recruit to be sent to the nearest military station.

2243. Recruits thus provisionally enlisted are to be sent, within a fortnight of their enlistment, to the nearest military station in charge of one of the recruiting party, who should be furnished with a roll (M. M. F. 635) and a blank form of proceedings of a station committee (M. M. F. 634). On their arrival at a military station, the officer commanding will convene a committee, consisting of himself and two medical officers, for the examination of the recruits.*

Recruits when considered as finally enlisted.

2244. If found by this committee to be fit for the service, the recruits will be considered as finally enlisted from the date of their provisional enlistment, and will not be subject to any further examination.

* Under the sanction of government, the services of medical officers in civil employ will at all times be available to serve on these committees, when two medical officers in military employ are not available.

II.—Recruiting for the Native Army—*contd.*

Those so finally enlisted will be sent, under the orders of the officer commanding at the station, to join their regiments, to the commanding officer of which will be transmitted by post the roll (M. M. F. 635) and the proceedings of the committee (M. M. F. 634), which should show the cause of rejection of any recruit not passed by the committee.

Recruits rejected are to be paid and dismissed.

2245. Recruits rejected by the committee are, on the same day, to be paid the subsistence and pay to which entitled, and are to be discharged by the officer commanding the station, who will supply them with a discharge certificate in the form given below. Officers commanding stations are held responsible that recruits not passed are paid up and discharged on the day on which they are rejected.

"Certified that the bearer (*name*), native of (*town or village*), — feet — inches in height, enlisted for the ——— Regiment———, is rejected on account of (*disease or other cause, as the case may be*) and is hereby discharged. He has received all pay and allowances due up to this date, and also R ———, being the regulated travelling allowance to his native village."

(*Station.*)

A. B.

(*Date.*) *Commanding———Station.*

Distinguishing marks to be entered against names of recruits enlisted.

2246. With a view of preventing the substitution of rejected or unfit recruits between the time of successful examination at stations other than those at which the regiments for which they are enlisted are located and joining headquarters, committees will enter in the column of remarks (M. M. F. 635) any distinguishing marks by which identification may be ensured.

Standard measuring tape.

2247. Whenever recruiting parties are detached from regiments, the native officer or non-commissioned officer in charge will be provided with two or more regulation tapes, which will be used by the committee before whom recruits are brought up for examination. In the same manner medical officers of regiments, when making the examination of recruits enlisted at regimental headquarters, will use a regulation tape.

Articles of War to be read to recruits.

2248. The Articles of War enumerated in article 1 of the Indian Articles of War are to be read and explained to every recruit by the recruiting officer, for which purpose copies in Hindustani, Telugu, and Tamil are to be furnished to the officer or non-commissioned officer commanding.

Instructions to commandants of recruiting parties.

2249. In addition to any other written instructions which officers commanding regiments may think necessary to give to recruiting officers, the officer or non-commissioned officer commanding each recruiting party is to be furnished with a copy in English of the portions of those instructions marked thus* and of paragraphs 2188 and 2195, and also (if a native) with a translation of the same in the language he best understands. He will present for perusal to the commanding and staff officers of stations at which he may be employed, and also the committee

II.—Recruiting for the Native Army—*contd.*

before which he carries recruits for examination, the English copy of his instructions.

2250. Until finally approved by a station committee (paragraphs 2243-2244), recruits enlisted by detached parties are *not* to be brought on the strength of regiments, nor entered in the regimental register or register of enlistments. Pending their approval by such committee, they are to be noticed numerically in a N.B. at the foot of the body of the monthly return, thus :— Not to be brought on the strength till finally approved.

"*N.B.*—Fifty recruits enlisted by detached parties not included among the privates, not having joined and been finally approved."

Should it be impracticable to assign the proper regimental numbers to men entered in the register of enlistments, the numbers are to be left blank, and as soon as allotted, transcript registers are to be prepared for each month separately, with the numbers inserted therein and forwarded to the adjutant-general's office to be attached to the several returns. Those finally approved are to be brought on the strength, from their date of provisional enlistment, in the return for the month in which passed.

2251. Officers commanding divisions and stations are frequently to inspect, not only the recruits that are enlisted, but such as are proposed for discharge as ineligible for the service. Inspections of recruits.

***2252.** All natives (with the exception noted in paragraphs 2188 and 2235) are eligible for enlistment, without reference to caste, provided they are in all other respects fit for the service; but care must be taken to ascertain the real caste of each recruit, the precise designation of which must be inserted in the regimental register and register of enlistments attached to the monthly return. Eligibility of recruits.

***2253.** The following are the points on which an unprofessional person may form a tolerably accurate judgment, and by attention to them in the examination of recruits any blemish discernible by a non-medical eye may easily be detected. Translations of these particulars in the language best understood by him, are to be given to every native commissioned or non-commissioned officer employed in recruiting : Causes for rejection of recruits.

* All recruits are stripped naked before inspection. They are to be carefully measured round the chest, and no man is to be taken who does not measure at least 32 inches according to the mode of measurement laid down in volume VI, Army Regulations, India.

* *The more obvious causes for which recruits should be rejected* :—

* I. Scald head or any permanent eruption; swellings about the throat and neck; marks of severe injuries of bones of the head; bad eyesight; specks on the eyes; inflamed eyelids; deafness or discharge of matter from the ears; loss of many teeth; impediment of speech.

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II.—Recruiting for the Native Army—*contd.*

* II. Fractures of the collar-bone; narrowness in the chest; deformity or fractures of the arms or hands; marks of corporal punishment; crookedness of the body.

* III. Rupture or swellings in the groin or testicles; piles or abscesses about the anus.

* IV. Knots or swelling on the shin bones; unequal size or deformity of the legs; enlargement of the veins of the legs; overlying or supernumerary toes; flat feet.

* V. Weak or disordered intellect. This will be best ascertained by addressing a few questions to the recruit.

* VI. The recruit should be made to walk, run, leap, hop upon one leg alternately, and put through the "extension motions," in order to ascertain that he has the free use of all his limbs.

Explanation to recruits of pay, &c.

2254. On the approval of recruits by commanding officers, or in the case of recruits enlisted by recruiting parties, on their joining their regiments, the amount of pay, pension, and other advantages to which they are or may become entitled, will be explained to them, and a copy of the pay tables, in the language with which each recruit may be best conversant, is to be handed over to him by the adjutant in the presence of the officer commanding the regiment or depôt.

Supervision of recruiting parties.

2255. *Officers commanding, and staff officers of stations, are enjoined to be attentive to the operations of recruiting parties, and to observe that they are active in their duty, and that they use due care in the enlistment of none but perfectly eligible men. It is also their special duty to draw the pay and subsistence of the parties and recruits, and generally to afford them every requisite assistance.*

When fit to join the ranks.

2256. When the adjutant may consider any of the recruits qualified to join their companies, he will report the same to the commanding officer: if approved of by him, they will then be exonerated from the drill, and parade will be ordered for the purpose of administering the solemn affirmation of fidelity contained in the native Articles of War.

Mode of administering the affirmation.

2257. This ceremony will be performed in the following manner: the regiment will be formed in three sides of a square, facing inwards and at open order. The recruits in review order, but without arms, to be drawn up under the haváldár-major on the fourth side, fronting the regiment; Mussulmans, Hindus, &c., arranged in succession; a haváldár from each of the companies to which the recruits belong, to attend in rear of the centre of the regiment with the men's arms. The colors will be advanced sufficiently in front of the centre, and countermarched to face the regiment.

The solemn affirmation as laid down in the Indian Articles of War will then be administered, the colors will then be wheeled back on the right and left, forming a street, through which the recruits will file to the rear of the regiment through the centre (saluting the colors as they pass); the recruits will then receive their arms from the haváldárs, who will march them to their respective companies, in which the necessary

vacancies will have been preserved for the purpose. The colors will then resume their station under the compliment of presented arms from the whole regiment.

2258. Recruiting parties before leaving regimental headquarters are to be instructed in the use of the test dots by the regimental surgeon. Three printed test-dot papers will be supplied to each party proceeding on recruiting duty, together with a copy of the printed instructions issued to commanding officers, which should be translated into the vernacular. Recruiting parties to be instructed in use of the test dots.

SPECIAL—BOMBAY.

2259. The recruiting of the Bombay army is confined to the provinces within the civil limits of the Bombay presidency, Central India, and Rajputana. Recruiting of Bombay army.

2260. The 5th, 6th, and 7th regiments of cavalry and Beluch regiments are to be of a distinctly local character, and are to be recruited as far as possible from Sind and Beluchistan; the Beluch regiments are to be composed largely of the inhabitants of Beluchistan, and the Pathans of the Zhob and other districts to the westward of Jacobabad, and are to be not only Beluch in name but in character. The unrestricted enlistment for those corps of Beluchis and trans-frontier Pathans from Zhob and all countries or tribes to the westward of Jacobabad, whether they are under the control of the Beluchistan Agency or not, is authorised. Recruiting of the 5th 6th, and 7th regiments of cavalry and Beluch regiment.

2261. The 5th, 6th, and 7th regiments of cavalry and the Beluch Regiments, as well as the rest of the Bombay army, are prohibited from recruiting in the Punjab and the trans-frontier countries of the Punjab. Recruiting in Punjab and trans-frontier countries prohibited.

2262. "Foreigners" to the extent of 150 per corps, Punjabis included, are authorised, provided that 50 are Beluchis or inhabitants of Southern Afghanistan. The term "foreigner" applies to persons of all nationalities other than those of the Bombay presidency, Central India, and Rajputana, and to their blood relations wherever born, with the exception of sons of foreigners born in their fathers' regiments, and who have never left the presidency. The fact of foreigners residing or enlisting in British territory or in the vicinity of a British station, civil or military, does not neutralise the application of the term in such cases. Foreigners to extent of 150 per corps authorised.

2263. Recruiting for the Bombay Army is also authorised in the following native states in Central India:— Recruiting in Central India.

Indore.	Baghelkhand.
Gwalior.	Bhil.
Bhopal.	Western Malwa.
Bundelkhand.	Guna.

2264. The numbers absent at one time on recruiting duty are not to exceed 2 native officers, 6 non-commissioned officers, and 14 privates per regiment. Each man is to be furnished with a pay certificate, and in addition to the usual papers made over to the officer or non-commis- Numbers absent on recruiting duty, and documents to be given to recruiting parties.

sioned officer in charge, a certificate is to be given to each man, stating the duty on which he is employed, with a descriptive roll in English and Marathi to admit of the identity of the individual being established, whenever he may be detached from the main party.

Enlistment of policemen prohibited.

2265. The enlistment of policemen as recruits is prohibited, and this is to be explained to recruiting parties.

Mahomedan or Hindu or other element not to preponderate.

2266. Neither the Mahomedan, the Hindu, nor any single element of country, class, or caste, is to be allowed to gain undue preponderance in any corps.

Height, chest measurement, and age of recruits.

2267. The minimum height, chest measurement, and age of recruits for all arms of the service are as follows:—

Minimum height, 5 feet 6 inches;

Minimum chest measurement—

Above the nipple, 32 inches,
Below the nipple, 31 inches.

Age, not under 16 years, and not over 22 years.

Store Lascars—Minimum height, 5 feet 3 inches.

Recruits not to be detained with parties.

2268. Recruits are not to be detained with the parties, but are to be sent to join their regiments in batches of from 10 to 15, under a private from the party, to relieve whom other privates are to be detached in proper time: none are, however, to be sent until they have been passed into the service.

Commanding officers not empowered to discharge unattested recruits.

2269. Commanding officers are not empowered to discharge unattested recruits without authority from the commander-in-chief, the only exception being in the case of men coming under the 5th Indian Article of War.

Nominal roll of recruits to be given to reviewing officer at annual inspection.

2270. At the annual inspection of every native regiment, a roll (Bombay Form 161) is to be prepared containing a description and date of enlistment of all the recruits who have joined in the course of the preceding year; in the column for "Remarks" the commanding officer is to specify whether there is any bodily infirmity, or other defect, calculated to prevent any of the recruits from becoming efficient soldiers. This roll is to be delivered to the reviewing officer, who will inspect the recruits, noting in his confidential report any circumstance or irregularity. The roll may then be destroyed.

Rules for the registry of recruits.

2271. The following rules for the registry of recruits are to be adhered to:—

(*a*) On recruiting parties entering a district, the native commissioned or non-commissioned officer commanding the party will wait on the district officer (mamlutdar or mahalkuree), and request his assistance, should he deem it necessary, in procuring recruits for his regiment. In the state of Sawuntwaree, the officer in command of the recruiting party will, in the first instance, address himself to the political

II.—Recruiting for the Native Army—*contd.*

superintendent, who will issue the necessary instructions to the mamlutdar.

(*b*) The district officer (mamlutdar or mahalkuree), on receiving any such requisition, will adopt all necessary measures for facilitating the enlistment of recruits, and will direct the stipendiary or hereditary officers to give such assistance to recruiting officers as may be requisite.

(*c*) Each recruit, after enlistment, should first be taken to the petal and koolkurnee or tulatee in whose jurisdiction the village he belongs to is situated, in order that the petal and koolkurnee or tulatee may inquire and verify that his name, caste, parentage, and residence have been duly stated. Lists with the signatures of the petal and koolkurnee or tulatee will be shown to the district officer, that he may satisfy himself and record that the returns are formal and correct.

(*d*) A nominal roll (Bombay Form No. 157) will then be prepared by the district officer, and handed to the recruiting officer, for delivery to the commanding officer of his regiment.

(*e*) It will be the duty of the adjutant of a regiment to prepare monthly, on the first day of the month, or as soon after as practicable, a return (Bombay Form No. 158) for each district for all recruits approved at regimental headquarters and finally passed into the service; such return is to contain the names only of the recruits belonging to the district for which the return is intended. The returns are to be sent by commanding officers to the magistrates, who will, on receipt, forward them to the respective district officers—*vide* clause (*h*).

(*f*) When recruits have been examined by district officers, and nominal rolls of them furnished to regimental headquarters, one copy of the return referred to in the preceding clause will suffice for transmission to magistrates.

(*g*) District officers will, on receipt of the returns, compare them with the office copies of the nominal rolls furnished to recruiting parties, and, if correct, fill the returns with the register of recruits supplied by the district to the respective regiments. The returns are to be bound up annually, those for regiments of infantry being placed consecutively from 1st to 30th, and so on, for local corps, and for the cavalry and artillery.

(*h*) A casualty list (Bombay Form No. 159) is likewise to be transmitted with the monthly returns referred to in clause (*e*), for the purpose of enabling district officers to correct their registers, and to prevent men once dismissed for crime from enlisting again.

II.—Recruiting for the Native Army—*concld.*

(*i*)—A copy of the register is to be kept in every district office, and is to be corrected monthly as regards casualties.

2272. The provisions of paragraphs 2206, 2207, 2210, 2241, 2248, 2249, 2251, 2252, 2253, 2258, are applicable to Bombay.

Recruit Boys (Bombay).

Eligibility of recruit boys.

2273. Boys of not less than eight years of age are eligible for entertainment on the establishment of recruit boys, provided they fulfil the conditions laid down in volume I, part II, Army Regulations, India, and are healthy, and without any defect likely to render them unfit for the service.

Boys to be mustered, casualties noted in muster rolls, &c.

2274. Recruit boys are to be mustered with the battalion, and the casualties of admission into the service and transfer to the effective strength of the corps are to be noted in the muster rolls.

Boys not to be employed as officers' servants.

2275. The employment of recruit boys as servants to officers is prohibited.

When to be removed to the ranks.

2276. Boys are not to be removed to the ranks until they are sixteen years of age, or their stature such before that time as may enable them to bear arms and support the fatigues of duty. Every boy so transferred shall, at the following muster, take the prescribed oath of fidelity.

Disqualified boys to be discharged.

2277. Recruit boys attaining the age of eighteen years without having reached the height of 5 feet 6 inches are to be discharged.

May be summarily discharged.

2278. Recruit boys may be discharged summarily by the commanding officer for misconduct, or at their own request.

Roll of boys to be presented at annual inspection.

2279. At the annual inspection of corps a register roll (Bombay Form No. 162) of their names, ages, size, to whom related, degree of consanguinity, and the probable time of each boy becoming effective, is to be submitted to the reviewing officer, who will inspect the boys and report any deviation from these regulations. He will direct such boys to be placed on the strength of the battalion as are of the prescribed height and appear fit to bear arms. He will further notice such boys who, after having attained a certain age, do not promise to become fit for the service, noting in his confidential report any circumstance or irregularity. The roll may then be destroyed.

SECTION XX.—DISCHARGES.

I.—Discharge of Native Soldiers. | III.—Discharge with Pension.
II.—Discharge with Gratuity. | IV.—Family Pensions.

(*Note.*—The regulations for the discharge of British soldiers are detailed in the "Queen's Regulations and Orders for the Army," the Royal Warrant of 1884; and the Regulations for the discharge of soldiers of the British Forces serving in India.)

I.—Discharge of Native Soldiers.

Soldiers not to be discharged to avoid trial.

2280. A non-commissioned officer or soldier who is thought unfit to remain in the service by reason of any offence with which he is charged, is not to be allowed the option of taking his discharge, but is to be tried by court-martial, unless under special circumstances, when application for the commander-in-chief's orders may be made, accompanied by a statement of the case.

Applications for the discharge of bad characters.

2281. Applications for the discharge of men on the ground of bad character (other than recruits) are to be accompanied by a descriptive roll in duplicate, containing the general character of the individual, a specification of the instances of misconduct which have caused him to be described as "of bad character," a statement of his services in the field, or if, he has none, an entry to that effect, and an extract from the proceedings of any court-martial by which he may have been convicted.

Applications for discharge of men of army hospital native corps.

2282. Applications for the discharge of men belonging to the army hospital native corps, are to be forwarded through deputy surgeons-general and general officers commanding to the surgeon-general, Her Majesty's forces, for the orders of the commander-in-chief.

Form of discharge certificate.

2283. Every non-commissioned officer and soldier or other person on being discharged the service is to be furnished with a printed discharge certificate on $\frac{\text{Bengal Form 479,}}{\text{Madras M. Forms 429 to 432,}}$ $\frac{}{\text{Bombay Form 167,}}$ as laid down in the 6th Indian Article of War, expressing, in addition to the particulars therein set forth, his conduct and character. The conduct is to be in the handwriting of the commanding officer. The fact of a soldier taking his discharge from one regiment, for the purpose of enlisting into another, is to be noted in the discharge certificate.

Soldiers entitled to prize money.

2284. Whenever a discharged soldier may have a claim to prize money, the following paragraph is to be added to his discharge certificate; care being taken that his name is entered therein so as to correspond with the rolls transmitted to the prize committee:—

"The bearer is also entitled to share in the prize money, having served as a in company regiment during the operations for which it is granted."

I.—Discharge of Native Soldiers—*contd.*

SPECIAL—BENGAL.

Native soldiers when entitled to discharge.

2285. Non-commissioned officers and soldiers are entitled to their discharge in time of peace, after three years' service, if the troop or company to which they belong is not ten men, including recruits, short of the established strength. Their applications for discharge are to be complied with by commanding officers immediately, or on the expiration of one or two months, as circumstances may render expedient; but if the corps be on service, or in expectation thereof, they are to be rejected altogether. All discharges are to be published in regimental orders.

Discharge of recruits.

2286. Commanding officers may discharge recruits (that is, men still unattested) who prove to be of bad character, or are unlikely to become efficient soldiers. In the native cavalry, commanding officers may further discharge any men under three years' service who fail to become good riders.

SPECIAL—MADRAS.

Native soldiers not to be discharged except by commander-in chief's authority, with certain exceptions.

2287. No soldier or other person, being once borne by name upon any regimental or other return forwarded to the adjutant-general, shall be discharged from the service but by the authority of the commander-in-chief, with the following exceptions:—

i.—Recruits not permanently enlisted, who are to be discharged as directed in section XIX.

ii.—Puckallies, bhisties, and artificers *extra* to the fixed *garrison* establishment (who are to be discharged on the termination of the service for which they were temporarily entertained), regimental moonshees, horse-keepers, and grass-cutters.

iii.—When the discharge is by the sentence of a court-martial duly confirmed.

iv.—When the individual is convicted of disgraceful conduct involving discharge, or is sentenced by a military or criminal court to imprisonment with hard labour for any term exceeding three months, such sentence being duly confirmed.

v.—Men of short service who may be considered by a medical committee, or by the regimental surgeon, to be physically unfit for the service, and not likely ever to be fit. These men are to be discharged under the provisions of volume I, part II, Army Regulations, India.

vi.—When the individual is dismissed under the 5th Indian Article of War.

Except in cases specified above, discharge certificates to be issued without reference to headquarters.

2288. In all the above excepted cases, discharge certificates (M. M. F. 429 to 432) are to be issued without reference to headquarters, the authority by which the discharge is made being noted on the face of the certificate.

I.—Discharge of Native Soldiers—*contd.*

Returns of men recommended for discharge.

2289. Whenever a soldier, recruit or pension boy, or other person is recommended to be discharged, a return (M. M. F. 674, 648, or 649) must be sent to headquarters, with a discharge certificate for countersignature. The last column is to contain a detailed statement specifying the grounds upon which the discharge is solicited.

Men requesting their discharge.

2290. Except in special cases, which are to be explained, no applications for discharge of soldiers, &c., at their own request are to be forwarded for men under three years' service (in the case of army schoolmasters five years' service, as such, calculated from the date on which they entered on their duties), nor when the regiment to which they belong is five per cent. below its established strength, nor until they have clearly stated to the officer commanding their wing, squadron, company, or department, and repeated in the presence of the commandant of the corps, that their request to be discharged is voluntary. When a soldier applies to his commanding officer for his discharge, a period of thirty days is to elapse before such application is forwarded to army headquarters, in order to afford the man sufficient time to reconsider the step he is about to take and to withdraw his request, if on deliberation he shall be disposed to change his mind, and it is the duty of the commanding officer to assist the man with the best information and advice in his power. The declaration of the soldier, as also the dates on which he made his original application and renewed the same, are to be inserted in the discharge certificate and signed by him.

Discharged men to receive pay up to date.

2291. With the exception of men discharged from fixed dates, every soldier is entitled to receive pay up to date of his receiving his discharge certificate, inclusive, and no man is to be struck off the strength of his corps until the officer of his wing, squadron, or company is prepared to disburse the amount due.

Discharged while on foreign service.

2292. Except for misconduct, or by sentence of a court-martial, men will not, as a general rule, be discharged while on foreign service. Such as from ill-health or other cause may be found unfit for further service, are to be sent to the coast, where their cases will be disposed of. It is to be understood that all men discharged on foreign service are entitled to a passage back to the coast, provided they accompanied, or were sent to join, the corps from the coast. Men enlisted at foreign service stations have no claim to be sent to the coast on being discharged.

Travelling batta to native villages.

2293. With the exceptions noted in the margin, every individual of the non-commissioned and inferior ranks of native corps is entitled, on being discharged from the service, to travelling batta at the rates laid down in para. 675, Transport Regulations, part II—Inland. Against the name of every man discharged, and for whom donation is drawn, there must be entered in the muster roll the name and distance of his native village. Rejected recruits, in certain cases, and recruit and pension boys, are entitled to a moiety of the above.

Moonshees.
Medical establishment.
Bazaar establishment.
Farriers.
Veterinary pupils.
Horse-keepers.
Grass-cutters.
Toties.
Native artificers.
Royal Artillery.
Regimental lascars.

Sec. XX. I.

Discharges.

I.—Discharge of Native Soldiers—*contd.*

Exceptions.

2294. From this indulgence shall be excepted all individuals discharged at their own request, or for malingering or other disgraceful conduct, or by sentence of a court-martial, including sentences which involve, although they do not specify, discharge; men discharged in consequence of previous discharge from other regiments, for absence without leave, or other misconduct.

Discharge certificates.

2295. In filling up the discharge certificate alluded to in para. 2283, the following forms provide for most causes of discharge, but they can be modified according to circumstances :—

1.

Agreeably to G. O. G. (or G. O. C. C.) of the (*date*).

2.

Agreeably to the sentence of a native general court-martial published in G. O. C. C. of the (*date*).

3.

Agreeably to the sentence of a native garrison or other court-martial assembled at (*station*) on the (*date*) for disgraceful conduct.

4.

In consequence of having been sentenced by a native general or other court-martial assembled at (*station*) on the (*date*), or by the civil court of —— to imprisonment with hard labour for —— months.

5.

At his own request, stated by him in my presence to be perfectly voluntary on his part.

——hereby discharged.

Original application made on the and renewed on the

(*Signature or mark of the person to be discharged.*)

(*Signature of the commanding officer.*)

6.

In consequence of being unfit for further service from incurable rheumatism " not contracted on duty or service giving claim to the provisions of the pension and invaliding regulations."

A. B., *Surgeon,*
——*Regiment.*

7.

In consequence of being unfit for further service from a debilitated constitution, the result of dissipation and other irregular habits.

A. B., *Surgeon,*
——*Regiment.*

I.—Discharge of Native Soldiers—*concld.* II.—Discharge with Gratuity.

8.

In consequence of being a confirmed malingerer and at the recommendation of the reviewing general at the inspection of the regiment on the (*date*).

—— hereby discharged.

A. B., *Surgeon*,
——*Regiment.*

9.

In consequence of being an incorrigibly bad character and at the recommendation of the reviewing general at the inspection of the regiment on the (*date*).

2296. All discharge certificates, unless ordered otherwise, are to be transmitted to headquarters through the channel of officers commanding divisions or forces, who are responsible that they are made out according to the prescribed form, and that they are accurately filled up as far as practicable. Channel for transmission of discharge certificates.

2297. Whenever a discharged man is re-enlisted, his discharge certificate is to be taken from him and destroyed in his presence. Re-enlistment.

2298. Whenever a native soldier is discharged the service, the station to which he is proceeding shall be entered on regimental record, in order that any money accruing to him after discharge, &c., may be remitted for payment to him. With a view to give publicity to the existence of unclaimed sums in regimental cash chests, rolls of claimants to such moneys are to be published in the *Fort St. George Gazette* and (in the vernacular) in the gazettes of the district in which the individuals interested were residing when last heard of, or of which they were natives. Commandants of regiments will communicate with collectors and the superintendent of the government press on the subject whenever necessary. Remittances to discharged men.

SPECIAL—BOMBAY.

2299. In all ordinary cases general officers commanding divisions and districts are authorised to sanction applications for the discharge of native soldiers at their own request, provided the corps is within two per cent. of its established strength, and the necessity of the case is verified. Application should be made for the discharge of cavalry soldiers who fail to become good riders after six months' service.

II.—Discharge with Gratuity.

2300. If a soldier or enlisted non-combatant becomes altogether unfit for military duty subsequently to the sitting of the annual invaliding committee, a special medical committee is to be convened by the officer commanding the division or district; but if a regiment be serving at a station where a committee of medical officers cannot conveniently be assembled, the commanding officer of the corps is empowered to dispose summarily with the case on the certificate of the regimental surgeon. Steps to be taken when a soldier is unfit for military duty.

II.—Discharge with Gratuity—*contd.*

Amount of gratuity granted.

2301. To men of above five years' service discharged under the conditions contained in the preceding paragraph, gratuities will be allowed as laid down in volume I, part II, Army Regulations, India; their cases are to be disposed of by the officer under whose orders the medical committee is convened. In Bombay, the amount of gratuity is first notified by the controller of military accounts in his pension circular, to whom the invaliding documents are to be forwarded for the purpose. In Madras, proceedings of medical invaliding committees and appeal committees are submitted to the adjutant-general for the orders of the commander-in-chief.

Certificate of medical officer.

2302. In all cases where men are discharged with gratuity under the provisions of paragraph 2300, commanding officers will first obtain the written opinion of the medical officer of the corps that the soldier is physically unfit for the service, and is not likely to become fit from treatment in hospital, or from change of air, or from sick leave to his home; and that he is not a malingerer or suspected of being so.

Rules applicable to native officers subject to orders of government.

2303.* The provisions of these regulations are equally applicable to native commissioned officers; but in such cases commanding officers are to forward an application to the adjutant-general's office accompanied by the medical certificate referred to in the above paragraph, which application will be submitted by the commander-in-chief for the orders of government.

Native cavalry men becoming inefficient by obesity, &c.

2304. In Bengal and Bombay, when men of the native cavalry become inefficient through loss of nerve, excessive obesity, bad riding, or other disqualifying cause, and are not considered by the medical officers as entitled to the certificate that they are physically disabled, commanding officers are to bring their cases to the notice of the commander-in chief, accompanying their representations with descriptive and character rolls, in order that each case may be referred to government on its own merits. The officer commanding the station is to examine the man himself and record an opinion on the roll in his own handwriting.

SPECIAL—MADRAS.

Men of short service rejected by medical committees may be brought before committee of appeal.

2305. Men of short service rejected by medical committees may be brought before a field officer's committee of appeal in the manner directed in paragraph 2341, for men who have completed the period qualifying for pension.

SPECIAL—BOMBAY.

Cases of men below five years' service.

2306. In the cases of men below five years' service, one roll will suffice for all the unfits of that class of the same corps who, not being entitled to any gratuity, will be discharged at once on the recommendation of the invaliding board under the authority of the officer convening it, to whom the roll is to be forwarded by the president for disposal.

* Not applicable to Madras.

II.—Discharge with Gratuity—*concld.* III.—Discharge with Pension.

LOCAL AND CIVIL CORPS.

2307. Commanding officers of strictly local and civil corps have the power of dealing summarily with short-service non-commissioned officers, soldiers, and enlisted non-combatants, who may be pronounced by the regimental surgeon or an invaliding committee as physically unfit for the service. Rules for local and civil corps.

2308. To such men of above seven years' service, discharged on the report of medical committees or by commanding officers under the regulation contained in para. 2300, gratuities will be allowed as laid down in volume I, part II, Army Regulations, India. Gratuity allowed to men discharged.

III.—Discharge with Pension.

GENERAL REGULATIONS.

2309. The rules for the assembly of annual invaliding committees are contained in volume VI, Army Regulations, India ("Medical"). Rules for the assembly of annual invaliding committees.

2310. Special invaliding committees are only to be convened by order of general officers commanding divisions and districts in peculiar or urgent cases. Convening of special invaliding committees.

2311. In cases of men of strictly local or civil corps, alleged to have sustained wounds in action or injury on service, a summary specification of the troops of the line present on the occasion is to be recorded, in addition to the information required by volume VI, Army Regulations, India, ("Medical") in the cases of short-service men recommended for wounds, or injury pension. Short-service men of local corps.

2312. In all cases where drummers, trumpeters, fifers, and buglers of short service, of European parentage, are recommended for pension under the wounds and injury regulations, commanding officers are to forward certificates of parentage with the rolls. Short-service men of European parentage.

2313. In the cases of men who have served 32 years, it must be stated by commanding officers in their own handwriting whether or not they are recommended for the increased rate of pension; and if so, it must further be certified that the men have borne unblemished characters, combined with meritorious service and the zealous discharge of duty, during the entire periods of their service.* As the grant of extra pension depends entirely upon the certified character of the individual, and is not intended for men who have simply done their duty and attained claim to pension by mere length of service, the medical committee is not to record its recommendation for the boon. When commanding officers do not recommend such men for the increased rate of pension, the grounds of Men of over 32 years' service.

* Bengal Form No. 348; Madras M. Form No. 580.

III.—Discharge with Pension—*contd.*

Subhedár-majors and risáldár-majors recommended for staff pay.

exclusion are to be furnished, to enable the commander-in-chief to judge of the propriety or otherwise of withholding the boon.

2314. In Bengal and Bombay, when subhedár-majors of native infantry regiments are recommended for the continuance of the staff pay of their rank, the recommendation is not to be made in the invaliding roll, but in a distinct descriptive roll of the individual affording full particulars of his services, to be furnished in duplicate, and to be accompanied by a transmitting letter. The same is applicable to the case of risáldár-majors of native cavalry who may be recommended for the grant of the additional pension of the rank.

Action of general officers on particular cases reported by invaliding boards.

2315. General officers commanding divisions and districts will take such action on any particular case reported by invaliding boards as the circumstances demand.

Native officers in receipt of wound pensions to be brought before medical committee within 5 years of admission to the pension.

2316. Officers commanding corps are held responsible that native officers serving under their command, who are in receipt of pensions for wounds received in action, are brought before a medical committee for re-examination within a period of five years from the date of admission to the pension.

Statement of claims to be sent to paymasters.

2317. In Bengal and Bombay, commanding officers are responsible that all arrears of pay due to men are settled, and that the certificates given to them have been compared with the invaliding rolls. They will forward to the adjutant-general and to the paymaster, to whose circle the individual is transferred, a statement of claims that may remain unadjusted after the date on which men are struck off the rolls.

Books to be laid before annual invaliding committees.

2318. On the assembly of annual invaliding committees, station staff officers will place before them the following books of regulations relating to the invaliding of native soldiers :—

India Army Regulations, Vol. I, Part II—Pay, &c.
" " " II,—Discipline.
" " " VI,—Medical.

SPECIAL—BENGAL.

Men of detached wing and companies.

2319. Men belonging to detachments are to be sent to regimental headquarters for examination, except in cases where the general officer may direct their being sent to a nearer and more convenient station; in the latter case the men transferred to the pension establishment by the committee will remain at such station until they receive their advance of pension, and are allowed to proceed to their homes.

Form of invaliding rolls.

2320. Invaliding rolls, in duplicate, the names being hand-printed, prepared on open sheets stitched together, with the space of one inch in the centre of the sheets for binding, according to Bengal Form No. 487, are to be sent to the staff officer of the station at which the committee is ordered to assemble, and the medical history sheet of each individual is to be attached.

III.—Discharge with Pension—*contd.*

Information required in rolls.

2321. The dates and number of times individuals have been passed over in promotion, and examined for transfer to the pension establishment, together with the opinions of former committees, are to be entered on the rolls. The men's services are to be made up to the date prescribed for striking them off the rolls of the regiment, and not up to the date of assembly of the committee only.

Sanction of commander-in-chief must be obtained to compulsory retirement of native officers and men after 32 years' service.

2322. The sanction of the commander-in-chief must be obtained for the compulsory retirement of any native officer or soldier after 32 years' service. In ordinary cases of men claiming discharge and entitled to pension after 32 years' service, no reference need be made to army headquarters, such cases being disposed of by commanding officers in communication with the controller of military accounts, the service roll and papers in the case being forwarded to that officer through the pay examiner.*

Examination by officer commanding the station.

2323. After examination by the invaliding committee, the whole of the men will be inspected (in their native clothes) by the officer commanding the station, who will note in the invaliding rolls his dissent from the judgment of the committee, should he be of opinion that they have passed men to the pension establishment who are capable of performing further efficient military service; countersign them and forward them to the general officer commanding, who will send one copy to the pay examiner, and the second copy to the commanding officer of the regiment concerned for record.

Application for rolls and certificates.

2324. On receipt of the proceedings of invaliding committees, officers commanding regiments will apply to the contractor for printing government of India stock forms for the necessary number of pension rolls and parchment certificates.

Disposal of roll and certificates.

2325. The pension roll and parchment certificate will be retained with the regiment until the transfer of the soldier has appeared in the controller's circular when they will be completed and forwarded to the paymaster of the circle in which the pensioner intends to reside. Should either the pension roll or parchment certificate be informal or incorrect, it is to be returned to the regiment by the circle paymaster.

Pensioners to be detained until paid their pension in advance.

2326. Men entitled by length of service to pension will be retained with their corps until they receive the authorised advances of pension, when they will be granted their last-pay certificates and allowed to proceed to their homes, being informed when and where their future allowance will be disbursed to them.

SPECIAL—MADRAS.

Unfit men to be shown to inspecting officer.

2327. As a general rule, men unfit for further service are to be retained on the strength of the corps until the annual inspection, when they are to be submitted to the inspecting officer prior to their being brought for examination before medical invaliding committees.

* Applicable to Bombay.

III.—Discharge with Pension—*contd.*

Preparation of proceedings.

2328. Proceedings and medical returns are to be prepared on M. M. F. 608, 613, 669, in duplicate, on royal paper, not less than one sheet being used; when more sheets are required, they are to be stitched along the centre, and the entries are to be made *across* the sheet *open;* a space of 2 inches must be left between names, and the columns headed "Remarks of the medical committee" and "Recommendation of commander-in-chief" are to be, the former about 3, and the latter about $2\frac{1}{2}$, inches wide. Below the names of all the non-commissioned officers, the dates of their several promotions are to be entered.

Mode of recording character.

2329. The entries in the column of character are to be in the terms prescribed in para. 45, section VI, Queen's Regulations and Orders for the Army. Commanding officers are directed to append to the proceedings, in the cases of men whose characters may be entered as "bad" or "very bad," separate extracts from the court-martial and defaulter books, extending over the whole of the individual's service, to enable the commander-in-chief to judge whether their conduct has been such as to render them undeserving of the benefit of the invalid or pension establishment. Should any men have been sentenced to forfeiture of pension, an authenticated record of such *confirmed* sentence is also to be attached.

Opinion of medical committees to be entered against the name of each man.

2330. Medical committees should enter in the column "Remarks of the medical committee" against the name of each man, their opinion as to whether the man is physically fit to perform, after discharge or transfer to the pension establishment, the duties of a peon, gatekeeper, watchman, jail guard or warder, police reserve, telegraph or postal delivery peon, or any similar employment.

Date of birth and enlistment.

2331. When the year of birth or enlistment is known, but not the day and the month, the 30th of June is to be fixed as the date; and when the month and year, but not the day, are known, the 15th of the month is to be fixed.

Date of transfer from boy. Names.

2332. The date of *transfer* from boy to private, &c., is always to be entered, not that of *enlistment* as boy. In the cases of men entered in the proceedings, who are allowed to reckon former service or a part thereof towards pension, the corps, the date of first enlistment and of discharge, is to be given in the proceedings, instead of the total period only, and a copy of the authority under which such service was allowed to reckon is to be attached to the proceedings. In all cases full names are to be given, not abbreviations.

Identity to be ascertained.

2333. Medical invaliding committees are to be careful to ascertain the identity of each individual under examination, and that his description has been fully entered in the proper column.

Evidence of descent of drummers, &c.

2334. As the superior rate of pension is passed to drummers, trumpeters, fifers, and buglers of European parentage, satisfactory evidence of their descent must be appended to the proceedings. Certificates of descent will not be required to accompany the proceedings in the case of individuals who, although not of pure unmixed European descent, have been attested or registered as Europeans.

III.—Discharge with Pension—*contd.*

The claims to pension of persons born of European fathers and native mothers, and who entered the service on or before the 22nd March 1875, are not to be considered prejudiced in any way.

Definition of terms "actual service," &c.

2335. By "actual service in India" and "foreign service" are meant those of recent date only, to which the unfitness can be clearly attributed; and not those of distant periods, subsequent to which the individual may have been performing effective service. The term "general service" includes all service other than "actual service in India" and "foreign service."

Unfitness not attributable to a combination of "service."

2336. Unfitness must never be stated as having been caused by a combination of any two or more of the three descriptions of service. If it cannot be attributed solely to either "actual service in India" or "foreign service," it must be declared as having been caused by "general service."

Certificate of wounds or injuries.

2337. A certificate should be attached to the proceedings opposite to the names of men who may have been disabled by wounds received in action.* A certificate should also be attached to the proceedings opposite to the names of men who may have been disabled by injuries received whilst in the execution of their duty.[1]

Channel for submission of proceedings.

2338. The documents, form of proceedings and medical returns, with the certificates referred to in the preceding para., when necessary, appended thereto, will be submitted by the officer commanding or head of department through the regular channel to the officer commanding the division or district, by whom they will be forwarded to the medical committee, who will record their remarks and opinion upon each case, and, having signed, will return the papers for transmission to the head-quarters of the army.

Opinion of medical committees.

2339. The "*opinion*" of the medical committee upon each case is to be entered in the following terms:—

1st.—"Unfit for any further service."

2nd.—"Fit for further duty."

3rd.—"Recommended for further treatment" or "for further observation."

4th.—"Recommended to have leave to (here enter place or period) for the benefit of health."

5th.—"Recommended to be sent to the eye infirmary (or elsewhere)."

6th.—Or as the case may be.

Degree of wounds or injuries.

2340. In the cases of men disabled by wounds received in action or by injuries received in the execution of their duty, the committee will

* A wound received in action with an enemy in garrison—for instance, with the native population (insurgents), or with robbers who may have attacked the post where the wounded soldier was on duty—gives the same claim to pension as a wound received on actual service with a regularly organised army in the field.

[1] The rule which authorises pensions to sepoys "disabled on duty" is applicable to troopers lamed or permanently injured when in the execution of their duty in endeavouring to secure troop horses broken away from their pickets or camp.

III.—Discharge with Pension—*contd.*

record in their proceedings in the column "Opinion of the medical committee," after the words "unfit for further service," the degree of the wound or injury pension the man comes under, according to the scale laid down in article 546, Army Regulations, India, vol. I, part II.

Men rejected may be brought before committee of field officers.

2341. A return of all men whom the committee have not passed as "unfit" is to be prepared by them and forwarded along with the other papers. This document will then be transmitted to the officer commanding the regiment or head of department to which the men belong, and should he in any case appeal from the decision of the medical committee, he will do so immediately and forward proceedings (M. M. F. 615 and 670) for the men in whose cases he appeals, accompanied by the return, when the officer commanding the division or district will order the assembly of a committee of three field or senior officers, to whom all such cases will be referred for final decision. None but men declared by medical committees as "fit for further duty" are to be brought before committees of appeal.

Proceedings of committee of appeal.

2342. It will be the duty of the committee of appeal carefully to investigate the reasons for which the men are considered unfit for further duty, and to record their opinion thereof. These proceedings (M. M. F. 615 and 670) accompanied by the return are to be forwarded to the officer commanding the division or district for transmission to the adjutant-general.

How forwarded.

2343. The proceedings of committees of appeal must be forwarded to army headquarters simultaneously with the original proceedings of the medical committee upon the persons in question, the original proceedings being detained until it has been ascertained from the officer commanding or head of department, who must report immediately whether he desires to appeal or not.

Men returned from foreign service.

2344. It is to be considered, however, a general rule that men returned from foreign service and apparently unfit for further duty are *not* to be brought before committees until they shall have been at least six months returned, and have also had leave to their villages, if able to proceed thither for the benefit of their health. This order is not applicable to men who may return from foreign service with the loss of a limb or any other permanent disqualification for further effective service; in all such cases they will be brought before special committees as soon as practicable after disembarkation.

Supply of forms.

2345. Blank forms of proceedings of medical committees and field officers' committees of appeal will be supplied as required to corps by divisional and district officers of the adjutant-general's department, who will obtain their supplies from the adjutant-general's office.

SPECIAL—BOMBAY.

Preparation of "unfit" rolls.

2346. The "unfits" of each corps are to be carefully examined, in the first instance, by a regimental committee, to be assembled early in October, and composed of the commanding officer, the adjutant, and

III.—Discharge with Pension—*contd.*

regimental surgeon. It will be the duty of this committee to ascertain and record in the unfit roll the following points, *viz.*:—

(*a*) The total period of service in the *Army* of each unfit calculated from the date of his attaining the age of sixteen years, or from the date of his enlistment if beyond that age at the time, to the 31st December of the current year.

(*b*) The reason why unfit, whether from old age, infirmity, disease or accident; and in the two latter cases, whether the result of disorders contracted on *field* service, or wounds and injuries received in the *actual execution of duty*, the particulars as to when, where, and how incurred, are to be briefly but distinctly specified.

(*c*) The dates and number of times individuals have been passed over in promotion, and examined for transfer to the pension establishment, together with the opinions of former committees, are to be fully entered on the rolls.

(*d*) The stations at which the several unfits may desire to reside and receive their stipends in the event of their being pensioned; care being taken to insert such stations only as are authorised by the regulation.

(*e*) Indelible marks on the person, and description, tending to the identification of each unfit; especial care being taken to insert, in the proper column, such specification of "indelible marks," and of peculiarities of feature, figure, &c., or, when these are wanting, such minute description of the features, &c., as may fully secure the identification of each individual borne on the rolls. These particulars are to be entered by medical officers in their own handwriting after a careful examination of each individual.

(*f*) The professional opinion of the regimental surgeon whether or not the individual is fit for further active service.

(*g*) The cases of men brought up under the provisions of paragraph 38, clause (*c*), section XIV, volume VI, Army Regulations, India "Medical," who are not passed by the medical board as "unfit," are to be reported for the information of the commander-in-chief.

(*h*) Whenever a native officer or soldier is rejected by invaliding committees for two years consecutively, the fact will be specially brought to the notice of government, with a complete history of the case showing how far the man has performed his duty efficiently between the first and second rejections—*vide* clause (*g*).

2347. The opinion of the regimental surgeon is neither conclusive nor final as regards the fitness or unfitness of a soldier for further service. Finality of opinion of regimental surgeon.

2348. The names of unfits are to be accurately and uniformly spelt. Names to be accurately and uniformly spelt.

III.—Discharge with Pension—*contd.*

Class of unfits to be sent before general invaliding committees.

2349. Such native officers and soldiers only as shall have passed the regimental committee as unfit for active service, are to be included and sent for examination before the general committee.

Size of unfit rolls.

2350. Unfit rolls (Bombay Form No. 170) are to be prepared on paper measuring, when the sheet is open, 24 inches broad and 19 long; the space allotted to each man is not to be less than one inch, and a line in red ink is to be ruled after each name. When the paper is insufficient, the next is to be stitched to the former, a space of one inch being left in the centre for binding. The rolls together, with each man's medical history sheet, are to be forwarded to the station staff officer.

Transmission of rolls.

2351. The president, invaliding committees, after recording the opinion of the committee, will forward the rolls to the controller of military accounts through the pay examiner, those for special pensions and gratuities to the adjutant-general.

Each roll or set of rolls to be transmitted immediately on completion.

2352. With a view of preventing additional charges to the state on account of effective pay, grain, compensation, &c., presidents of committees will transmit each roll, or set of rolls, as herein directed, immediately on completion thereof, without awaiting the completion of others.

Authority for special committee.

2353. In the cases of special invaliding committees, supplementary to those of the season, and the assembly of which may have been sanctioned by the commander-in-chief, the president will be furnished with a copy of the authority under which the committee was convened, and will attach the document to the unfit rolls for transmission to the pay examiner.

Special cases.

2354. Special cases (paragraphs 2313-2314) will be forwarded through the usual channel for submission to the commander-in-chief.

Cases of syphilitic affections.

2355. In the cases of native soldiers declared unfit on account of syphilitic affections, only those in which the grant of full pension or gratuity is recommended by commanding officers, are to be submitted on separate rolls to the adjutant-general.

Unfits at outstations.

2356. The unfits required to proceed from other stations for examination by general committees at the headquarters of divisions and districts, are to be detached so as to ensure their arrival a few days previously to the day fixed for the committee's assembly.

Men unable to march.

2357. Nominal rolls of those unable to proceed from illness or infirmity, signed by the regimental surgeon and commanding officer, are to be transmitted to staff officers of divisions, districts, or stations.

Final departure of unfits on discharge.

2358. Unfits who pass the invaliding board are not to be permitted to leave the station at which the committee was convened.

Unfits at Aden.

2359. The native soldiers passed as unfits by the general committee at Aden, are to be sent to the presidency, as early as possible after their cases have been disposed of and published in the controller's pension circulars, and will be attached to the marine battalion, until they

receive their papers, when they are to be sent to their respective destinations.

IV.—Family Pensions.

Bengal and Bombay.

Family pension committees.

2360. All claims to native family pension advanced by persons representing themselves as the heirs of native soldiers or others, must be submitted to investigation by a committee of British officers to be assembled at the headquarters of a native regiment, near the home of the claimant.

Widows of members of Order of Merit.

2361. Widows of members of the Order of Merit who are allowed to receive the pay of the order conferred on their husbands for three years after their decease, must also establish their claims in a similar manner.

Verification of claims and disposal of documents.

2362. For purposes of verification, commanding officers will forward to the committee the papers necessary to establish the claims of heirs of deceased soldiers. Civil officers of districts should be referred to when necessary to assist the investigation of such claims. The committee after investigation will return all the papers, together with the proceedings, to the regiment concerned, the commanding officer of which will, in Bengal, forward them complete direct to the controller of military accounts, in Bombay through the pay examiner.

Composition of committee.

2363. The president of such committees must, in all practicable cases, be a field officer; and of the two members, one at least must, if possible, be a captain. When a qualified officer is not a member, an interpreter will attend and sign the proceedings. Two native officers should be detailed to aid the committee. They are not to be considered members of the committee, nor are their signatures to be attached to the proceedings.

Action necessary when more than one child is named.

2364. When more than one child is mentioned by a native soldier, when his kindred roll is being prepared or revised, it should be ascertained and entered in the roll, whether they are all by the same wife. If by different wives, the names of each mother, and the date or approximate date of the soldier's marriage with each, and the description of the marriage, also should be entered.

Name and date of marriage of wife, if among the heirs, to be recorded.

2365. When the wife is inserted among the list of heirs, her name, and the date or approximate date of marriage, should be ascertained and recorded.

If a widow is a claimant.

2366. Verbal testimony to the legitimacy of the marriage must be insisted on by committees where a widow is the claimant.

Record in sheet rolls to be made by squadron wing commanders.

2367. Previous to forwarding the documents alluded to in para. 2362 to the committee, officers in command of squadrons or wings to which the men belonged are to enter in the pages of the nearest of kin roll, apportioned to the deceased in the sheet rolls, all the evidence which can be collected in support of the claim to pension, thus: "Pension on account of the late No. Ram Sing, Náik, claimed by Simkee, his

IV.—Family Pensions—*contd.*

widow, . Claim supported by and sepoy of No. company, who have solemnly affirmed before me that they know the claimant to be the widow of the deceased."

2368. This entry is then to be signed by the individuals who have given evidence, and attested by the officer commanding or in charge, and the kote dafedár of the troop or pay haváldár of the company; and the papers on return from the committee are to be deposited in the adjutant's office for record, whence they may be produced at any time, as original documents before a court-martial or court of inquiry in proof of the evidence given in the case.

Solemn affirmation rendered legal.

2369. In order to render the solemn affirmation alluded to in the preceding paragraph legal, the officer commanding the station, where the preliminary investigation is held, should either administer the oath or solemn affirmation himself, and himself hold the preliminary inquiry, or empower the squadron or wing commander, or other person making the investigation, to administer the oath or affirmation in his behalf.

Family pension committees of heirs of non-combatants.

2370. Claims to pensionary support by widows or families of public followers serving in departments who are entitled in the same way as native soldiers, are to be investigated by committees assembled by commanding officers of stations on requisition by officers in charge of the magazine or department to which the deceased belonged; the proceedings are to be conducted in accordance with the foregoing rules, and forwarded through the heads of departments by the officers on whose application committees may be assembled.

Individuals attached to regiments when admitted to pension to be paid at regimental headquarters.

2371. The names of individuals attached to regiments who are admitted to pension will be registered by paymasters, but they will not be required to appear personally to receive their stipends (except when living at stations visited by the paymaster): the commanding officer's certificate of existence and identity is to be accepted by paymasters as affording sufficient grounds for making the required payment.

Extract of proceedings to be sent to paymasters.

2372. On receipt of the controller's circular admitting a claimant to pension, officers commanding regiments or batteries are to forward by post to the paymaster of the circle in which the pensioner wishes to reside, carefully filled-in pension rolls containing date of assembly of the committee and all marks of identification. The pensioners are at the same time to be furnished with rolls of identification and directed to proceed to their homes. In the Bombay presidency, commanding officers will furnish the newly-admitted pensioner with a certificate (Bombay Form A430) for delivery to the paymaster concerned; and the pensioners should be instructed where the pension will be paid in future. No other documents are necessary.

Payment of pensioners.

2373. Pensioners will be paid by the deputy paymasters, or pension paymasters, who will visit the chief towns half yearly for that purpose or through the civil authorities. The date on which pensioners are to attend at the nearest paying stations will be communicated through the district authorities. In the Bombay presidency, pensioners will be paid

IV.—Family Pensions—*contd.*

quarterly, excepting in the Southern Konkan, where they will be paid three times in the year, *viz.*, in January, April, and October.

2374. The rules governing the grant of family pension are contained in Army Regulations, India, volume I, part II. Rules governing the grant of family pension.

SPECIAL—MADRAS.

2375. Whenever a casualty occurs, officers commanding corps, or departments, will transmit to the officer commanding the station where the committee is to be held, a descriptive roll of the deceased soldier or follower (similar to that used in M. M. F. 607), stating the occasion or date of death, a certificate from the medical officer under whose charge the deceased may have been *prior* to his return to the coast, showing the origin of his disease, being attached; together with an extract containing all the entries recorded in the register of heirs. Any information available in the corps or department to assist the committee in identifying claimants, should also be transmitted, such as the names of persons residing at or near the station where the claim is to be investigated, who may be capable of giving information on the subject. Descriptive rolls to be submitted on a casualty occurring.

2376. In cases of casualties occurring after return to the coast, medical officers in charge will, in reporting the death, transmit a certificate of the date, and cause of death, to the regiment or department in duplicate by separate posts, which certificate will be forwarded either with the other documents or separately to the committee investigating the claim: the documents are not to be delayed for the certificate, and in the event of its non-receipt, the commanding officer will call upon the medical officer to send it direct to the committee. Cases of casualties occurring after return to the coast.

2377. An application for the assembly of committees to investigate claims, will be made to the officer commanding the station nearest the residence of the heir, by officers commanding corps or departments, who will at the same time point out where the claimant and other heirs are to be found. Applications for assembly of committees to investigate claims.

2378. To guard against delay in disposing of claims, from the possible miscarriage of documents, duplicates of the whole of the papers shall be forwarded by the next or separate mail, if possible, within a week of the first despatched. The officer commanding station is to acknowledge the receipt of the documents in question, and report when he discovers the claimant, when he convenes the committee, and the decision arrived at. Duplicates of papers to be forwarded by next or separate mail.

2379. Proceedings of committees on claims when closed will be transmitted to the adjutant-general through general officers commanding divisions or districts, the proceedings, however, being sent by one day's post, and a letter describing them by another; cases having Transmissions of proceedings.

NOTE.—The rules for the guidance of committees held to investigate claims to native family pensions are contained in the form itself, and are to be adhered to.

occurred of proceedings lost in transit remaining totally overlooked for indefinite periods, for want of precaution in this respect.

Entries to be made in "Register" and "Register of Heirs."

2380. On the admission of a claim by the controller of military accounts, an entry to that effect will be made in the "Register" and the "Register of Heirs" under the record of the deceased.

Men returned from foreign service dying out of hospital.

2381. When men returned from foreign service die out of hospital from any cause, claims to pension so arising shall be investigated as soon after the occurrence of the casualty as possible, when proof of its being attributable to the foreign service or climate may reasonably be expected to be forthcoming.

Forms to be used.

2382. The undermentioned printed forms of proceedings, &c., should be used as required; manuscript forms are not to be transmitted to army headquarters. Blank printed forms of proceedings, &c., will be supplied to corps, &c., by the superintendent, government press, Fort St. George.

Form of proceedings, M. M. F. 607.
Form of copies of temporary pension certificates.
Form of depositions of absent witnesses, M. M. F. 427.
Statement of ceremonies on the occasion of doubtful marriages, M. F. 690.
One of the forms of medical certificates, M. M. F. 420 and 421.

Instructions to be attended to in investigation of claims.

2383. The following instructions are to be particularly attended to in the investigation of claims to pension on the part of heirs of native soldiers, &c.:—

I. The evidence in support of all claims should be taken in writing, and each witness is to be required to sign his deposition in testimony of its correctness; the evidence of each witness must be fully entered, although it may be corroborative of what has been previously deposed; this applies equally when evidence to identity only is recorded.

II. The first point to be attended to in each case is, whether the claim has been preferred within the prescribed time, or whether the delay is satisfactorily accounted for; if the former, the committee will at once proceed to discover and record whether an heir to pension was nominated by the deceased. This is to be ascertained by reference to the register of heirs of the regiment or department, which (on an extract therefrom) is to be always laid before the committee and the result recorded. If the delay be not satisfactorily accounted for, the committee, having recorded the explanation given by the heir, will also record its opinion and at once terminate the proceedings, which are to be forwarded for the consideration of the commander-in-chief. But if the delay be satisfactorily accounted for to the committee, it will record the explanation and proceed as above directed.

IV.—Family Pensions—*contd.*

III. In the event of a nomination having been duly made, the committee will record in their proceedings the necessary entries from the under-mentioned documents, which are to be held as sufficient evidence of the facts they contain, the documents being appended to the proceedings; but the identity of the claimant as the person registered as the nearest or nominated heir of the deceased must be proved by evidence duly recorded, and the description and personal appearance of the heir taken for entry in the pension certificate; and finally the committee will record its decision on the claim :—

1. Extract from register of heirs complete and duly verified from the register.
2. Descriptive roll of the deceased.
3. Certificate from the medical officer of the origin of the deceased's disease.
4. When necessary, a copy of verdict of court of inquest or of coroner's jury.

Commanding officers and heads of departments will be held strictly responsible that these instructions have been carefully attended to; and committees must not accept any extract from a register which is incomplete, and not duly vouched with the *initials of the commanding officers.*

IV. In the event of the register being incomplete or not duly vouched, it will be the duty of the committee first to take proof of claimant's identity, and then to inquire into the nature of relationship: whether claimant really is of the degree of affinity stated in the register; for instance, in the case of a widow, whether the marriage was a *legal one;* in the case of a child, whether the offspring of a *legal marriage,* and neither *illegitimate nor adopted;* of a mother, that she was the *real* mother; and of a father, that he was deceased's *real* father. Great care must be taken to prevent step, or foster, or adopted parents, or children, being brought forward as blood relations.

2384. Claims of parents on account of illegitimate children are admissible; it must, however, be proved that the parent is the real father, or the real mother, *i.e.*, that the children are not adopted. Claims of illegitimate children on account of their fathers are inadmissible. Children claiming pension must prove their legitimacy, and the nature of the marriage of their parents must also be distinctly shown. Claims of parents on account of illegitimate children.

2385. When a claim is preferred by any party as nearest heir, evidence should be required regarding deceased ever having been married, and if married more than once, whether the widow or offspring by another marriage may not have priority of claim to the party whose claim is being investigated. Claims preferred by any party as nearest heir.

2386. When no nomination has been made, and the claim is as *nearest heir,* it must be clearly proved by evidence that no one nearer in the line of succession exists.* Thus, if the mother claims as *nearest heir,* When no nomination has been made, and claim is as nearest heir.

* 1st, son; 2nd, widow; 3rd, daughter; 4th, father; 5th, mother.

IV.—Family Pensions—*contd.*

the committee must not only require evidence that she is the real mother of deceased, but also that neither son, widow, daughter, nor father of deceased are in existence.

Claimant to be styled nearest or nominated heir throughout proceedings.

2387. The claimant should be styled *nearest* or *nominated* heir, as the case may be, throughout the proceedings and in the decision of the committee.

When claimant is a widow, son, or daughter.

2388. If the claimant be widow, son, or daughter, it must appear in evidence whether marriage was by shadee or nickahs. (Among Hindus a "Bhootoo marriage" is to be understood as meant by the term "nickah." See article 578, Army Regulations, India, volume I, part II.) If the latter, detailed evidence of the nature and extent of ceremonies observed or contract made must be taken and recorded in the proceedings. In order to the validity of "nickah" or Bhootoo marriages being decided by the law officers of government, the substance of the above evidence as to ceremonies and contract, recorded in the proceedings, is to be engrossed in M. M. F. 690, which is to be forwarded with the proceedings to the adjutant-general.

Certificate in cases when deceased may have died after return to the coast, but before being discharged from hospital.

2389. A certificate (M. M. F. 420) is to be attached to the proceedings in cases when the deceased may have died, after return to the coast, but before being discharged from hospital.

Claims of heirs of men who having returned sick from foreign service, may previous to their discharge from hospital have been allowed to proceed on sick leave, and died during such absence, are to be considered as special cases.

2390. Claims of heirs of men who, having returned sick from foreign service, may, previous to their discharge from hospital, have been allowed to proceed to their native villages or elsewhere on sick leave, and died during such absence, are to be considered as *special* cases. Depositions of parties who attended the deceased at the time of his death as to the apparent cause of death, the date and place at which it occurred, &c., must be taken; or (in cases where the attendance of the parties cannot be conveniently obtained) applied for to the authorities (civil or military) at the place at which such parties are residents. These depositions are to be laid before the medical officer at whose recommendation deceased obtained sick leave (should he not be forthcoming before the medical officer who succeeded him), and he is required thereupon to furnish a certificate prepared as far as practicable according to M. M. F. 421, which is to be attached to the proceedings on the claim.

Documents to accompany cases of men who may have destroyed themselves.

2391. In the cases of men who may have destroyed themselves, an extract from the coroner's verdict or proceedings of a court of inquest, is to be attached in proof of the act having been committed while laboring under temporary insanity or otherwise.

Committee to satisfy itself that claimant is designated by real name.

2392. The committee is always to satisfy itself that the claimant is designated in the proceedings by his or her *real name*, and parties are to be warned that they may render themselves liable to a loss of pension by allowing themselves to be registered by what are commonly called *house names* or by any other than their *real names*.

IV.—Family Pensions—*contd.*

Uniform orthography to be observed throughout proceedings.

2393. A uniform orthography should be observed throughout the proceedings. The names should also be perfectly legible and written in full; abbreviations are not to be used.

Proceedings to be carefully examined before being forwarded, &c.

2394. The proceedings are to be most carefully prepared and examined before they are forwarded to divisions and district and army headquarters, and a full description of the personal appearance and particular marks of every claimant should be recorded, so as to prevent any possibility of the party to whom pension is granted being hereafter personated by any one else.

The committee will record their opinion on each claim, and the grounds on which it is founded.

Column "Occasion and date" to contain full information.

2395. The column "Occasion and date" is to contain full information of the place, date, and circumstances of deceased's death.

Entry in the column of the descriptive roll headed "Occasion and date of decease" to be complete in itself.

2396. The entry in the column of the descriptive roll headed "Occasion and date of decease" should be complete in itself, showing the particular service on which the deceased was employed at the time of his death, without reference to any other document, whether attached or not (see preceding paragraph). If the casualty occurred after returning to the coast, the cause of death being contracted on foreign or field service, an entry complete in itself specifying the date and particular service should be made, a medical certificate being attached to the proceedings as a voucher. If deceased died at sea, the entry should show fully, without need of further explanation, the date on which the casualty occurred, whether at sea, proceeding on or returning from field or foreign service, also the particular service on which deceased was employed, &c., according to circumstances.

Native officers of the company to which deceased belonged, or a native officer or havál-dár best acquainted with circumstances of deceased, or responsible person belonging to the commissariat or other departments concerned, to be present during investigation.

2397. As a check to the admission of false claims, the native officers of the company to which deceased belonged, or a native officer and havál-dár best acquainted with the circumstances of deceased, must be present during the investigation, and are to be required to sign the proceedings on each claim, in testimony of its being to the best of their knowledge and belief correct. And during the investigation of claims of persons connected with the commissariat or other departments, a responsible person belonging to the department is in all practicable cases to be in attendance for a similar purpose, and to be required to sign the proceedings as above.

Native officers and others in attendance on the committee should not be taken as witnesses.

2398. With reference to preceding paragraph, native officers or others in attendance on the committee as a check to the admission of false claims, should never be taken as witnesses in support of a claim; if they are required in the latter capacity, they should not be employed in the former.

Warning to witness.

2399. Prior to the examination of a witness, the committee will distinctly warn him as follows:—

"In the event of your giving false evidence, or being in any way concerned in an attempt to defraud government, or being cognizant of

such fraud or attempted fraud, shall fail to divulge it, you will render yourself liable to forfeiture of pay or pension, and such other punishment as may be awarded" (in the case of witnesses not being in receipt of government pay, after "liable" substitute "to such punishment as in a court of law may be awarded").

Rank and number of witnesses in the service, and number of pension certificate of pensioners to be inserted in the proceedings.

2400. The rank and number of witnesses in the service, also the class and number of pension certificates of pensioners, are to be inserted in the proceedings, in order that they may be identified in case of fraud.

Description of witnesses who are not in receipt of pay or pension from government.

2401. Witnesses who are not in receipt of pay or pension from government should be described by their age, general appearance, trade or employment, and the village to which they belong, so that their identification, if at any time necessary, may be easily accomplished.

Cases where the attendance of parties resident at a distance cannot be conveniently obtained.

2402. In cases where the attendance of parties resident at a distance cannot be conveniently obtained, the president of the committee is empowered to apply to the nearest authority for the depositions of such witnesses on the requisite points.

Points on which evidence is required to be entered on a separate paper.

2403. The points on which evidence is required are to be entered in the form of questions on a separate paper (M. M. F. 427) and sent to the proper authority, with a request that answers to the several queries may be inserted opposite each. The warning at the head of the form is to be read out to the witnesses before their depositions are taken.

Where parties to be examined have a bias unfavorable to the claimant.

2404. As in some cases it may be presumed that the parties to be examined have a bias unfavorable to the claimant, the propriety of not putting leading questions, and of framing them in such a manner as not to suggest the reply, as well as of testing the evidence by cross-examination, will be apparent to the committee.

Course to be adopted when heirs of deceased men may be resident in countries subject to Bengal or Bombay presidency.

2405. When the heirs of deceased men may be resident in countries subject to the Bengal or Bombay presidency, an application is to be sent by the officer commanding the regiment or station, to the officer commanding the station nearest the place of residence of such heir, requesting him to convene a committee to identify the parties and investigate the claim, an authenticated extract from the regimental register of heirs, and all other information that can be obtained in the corps which will assist the committee in identifying the claimant and further the object of the investigation, being forwarded with the application.

When attendance of claimants residing within Madras presidency cannot be conveniently obtained.

2406. In cases where the attendance of claimants to pension residing within the Madras presidency cannot be conveniently obtained, the commanding officer will adopt the same measure as in the preceding paragraph.

IV.—Family Pensions—*concld.*

2407. All documents in support of claims are to be attached to the proceedings to which they refer, a list thereof being engrossed on the proceedings. Documents in support of claims to be attached to proceedings.

2408. Proceedings of committees on each claim are to be countersigned by the officer commanding the regiment or station in which held, according as they may be regimental or station committees. Proceedings on each claim to be countersigned by officer commanding regiment or station.

2409. Separate proceedings are to be prepared on each claim. Separate proceedings to be prepared on each claim.

2410. When proceedings are returned for further investigation, the additional matter is to be added in the form of supplemental proceedings. All claims investigated during the month are to be sent early in the ensuing month to the adjutant-general, accompanied by a letter. Casual cases are to be sent as soon as investigated. The claims are to be numbered from one upwards until all the claims in a corps have been disposed of, and such as may be returned for correction or re-investigation are *invariably* to be re-transmitted under their *original* numbers.

2411. Copies of the entire proceedings, including all evidence, and documents containing evidence the original of which may have been forwarded to headquarters, are to be kept on regimental record. Copies of entire proceedings to be kept on regimental record.

2412. It is the duty of commanding officers to seek out the heirs of men who have been killed in action, or have died from sickness contracted on foreign service, in order to have their claims to pension adjusted as soon as possible. Commanding officers to seek out heirs of men.

2413. All variations in the spelling of names of persons or places, between the proceedings and temporary pension certificate or other documents attached, should be remarked on by the committee at the foot of the proceedings: this may be conveniently done in a tabular form, thus : Variations in spelling of persons or places, &c., to be remarked on by committee.

	In Proceedings.	In Deposition marked A.	In Deposition marked B.	In Temporary Pension Certificate.
Name of claimant .	Chan Bee.	Chand Bee.	Chan Beebee.	Chanbi.
Name of deceased .	Hussan Sahib.	Hossein Saib.	Hussein Saib.	Hossein Saib.
Claimant's father .	Abdul Kauder.	Abdool Cauder.	Abdul Khadur.	Abdool Khader.
Deceased's mother .	Hameda Bee.	Ahmada Beebee.	Hameda Bee.	Ahmed Bee.
Claimant's village .	Sultanpett.	Soultan pettah.	Sultanpettah.	Sultan Pett.

2414. The opinion of the committee whether the discrepancies detailed affect the identity of parties, &c., described, or the validity of the claim, should at the same time be recorded.

2415. The proceedings on claims that have been approved and admitted are transmitted by the adjutant-general to the superintendent of pensions who prepares and issues the necessary pension certificates: the decision on each claim is intimated to officers commanding stations by the adjutant-general. Transmission of proceedings on claims that have been approved and admitted.

SECTION XXI.—MEDALS AND REWARDS.

I.—Recommendations for Medals.
II.—Forfeited and lost Medals.
III.—Foreign Orders and Medals.
IV.—Order of British India.
V.—Order of Merit.
VI.—Miscellaneous Regulations.

I.—Recommendations for Medals.

Regulations for the grant of medals. (Good conduct, &c.)

2416. The regulations governing the grant of medals and rewards for meritorious service, distinguished conduct in the field, long service and good conduct, to non-commissioned officers and soldiers both of the late local service and of the British army on the unattached list, and to drummers, fifers, and buglers of European parentage serving with native regiments, are contained in vol. I, part I, Army Regulations, India.

Rolls of men recommended for medal and annuity.

2417. Commanding officers may at any time recommend such individuals, while serving, as are eligible for the medal for meritorious service with annuity. Rolls of men so recommended are to be prepared in duplicate on India Army Form No. 21, and forwarded to the adjutant-general through the usual channel. The distinguished and meritorious service upon which the claim and recommendation are based is to be fully described; and the entry of character is to be made by commanding officers in their own handwriting.

Sergeants with gratuity may receive the annuity.

2418. Commanding officers are not to abstain from recommending deserving sergeants for the medal and gratuity on the ground that they have been, or are about to be, recommended for the medal and annuity, as the former may be enjoyed until such time as the latter shall be awarded.

Rolls of men recommended for medal and gratuity.

2419. Recommendations for the medal and gratuity for "long service and good conduct" are to be prepared on the forms mentioned in para. 2417 (a separate roll being required in each case), and are to be submitted in single copies annually on the 1st April. The character given to the applicant is to be in the handwriting of his departmental commanding officer.

Information to accompany application.

2420. If a soldier recommended has ever been tried by court-martial, a copy of the charge, finding, sentence, and confirmation is to be attached to the application.

Notification of grant of annuity.

2421. The grant of the gratuity will be notified in the general orders of the commander-in-chief, and republished in the garrison or station orders where the recipient is serving; and a copy of the latter order is to be transmitted to his regiment for the necessary entry in his record of service.

Transmission of medal.

2422. The medal will be transmitted direct to commanding officers of corps when the recipient is serving with a regiment, and in other cases to officers commanding at the station where the soldier may be

I.—Recommendations for Medals—*contd.*

serving, and will be delivered to him on parade by the commanding officer. Should a regiment be serving in a station or garrison where other troops are quartered, the commanding officer will report the receipt of the medal to the general or other officer commanding, so that, should he think proper, he may order a general parade of the troops to witness the presentation. The recipient's receipt for the medal is to be forwarded to the office of the adjutant-general.

Both medals cannot be worn by one person.

2423. The medal for long service and good conduct with gratuity, and the medal for meritorious conduct with annuity, cannot be held by the same individual. A soldier in possession of the medal for long service and good conduct, who may receive the medal for meritorious conduct, is required to surrender the former medal.

Recommendations for Victoria Cross.

2424. Recommendations for the Victoria Cross are to be made through the commander-in-chief, and they should specify distinctly whether the individual supporting the claim personally witnessed the act of gallant conduct for which the decoration is solicited or whether his evidence is hearsay only.

Victoria Cross granted to non-military individuals.

2425. Non-military persons, who bear arms as volunteers and perform deeds of gallantry, are eligible for the Victoria Cross, provided that it be established in each case that the person was serving for the time being under the orders of a general or other officer in command of troops in the field.

Grant of War medals.

2426. War medals and clasps are granted in commemoration of arduous campaigns and well-fought and well-sustained battles and sieges.

Order for issue will be notified by secretary of state.

2427. The order for the issue of these decorations will be notified in each case through the secretary of state.

Medal commemorative of a campaign may be given to certain classes.

2428. The medal commemorative of a campaign may be given—

(*a*) To officers, whether combatant or non-combatant; warrant officers; medical subordinates; non-commissioned officers and soldiers, British or native, serving with an army in the field.

(*b*) To such non-combatants of the following classes only, attached permanently to regiments or departments of the army, as shall be certified to have been actually exposed to fire of the enemy in action, and under circumstances which rendered such exposure a duty :—

Ordnance bullock-drivers.
Bhisties.
Ammunition drivers (camel or mule).
Artillery syces.
Dooly-bearers.
Tindals and lascars (tent or store).
Nalbunds and salutries attached to mountain and heavy field batteries.
Mahouts and mahout coolies attached to heavy batteries or siege trains.

I.—Recommendations for Medals—*concld.*

(*c*) To civilians (including police) specially employed in military appointments or on public duties with an army in the field, either under the orders of government, or by the general officers in chief command of troops.

Applications of civilians for war medal.

2429. The application of a civilian for a war medal should be forwarded direct to the secretary to the government of India, military department, accompanied by a certificate signed by the general officer commanding, under whose orders applicant served in the field, stating that he carried out satisfactorily whatever duties he had to perform in connection with the operation. The application will then be submitted for special sanction of the secretary of state.

Certain civilians ineligible.

2430. A civilian who attaches himself to an army in the field for his own advantage, and who holds no military appointment under government with that army, is ineligible for a war medal.

Issue of clasps.

2431. Clasps for battles or special operations against an enemy may be issued to all officers, warrant officers, non-commissioned officers and soldiers, British or native, of the departments of the army engaged therein, whose duties necessitated their being present, and may also be conferred upon such non-combatants of the classes specified in paragraph 2428, clause *b*, and such civilians of the classes mentioned in paragraph 2428, clause *c*, as shall be certified to have been actually exposed to fire of the enemy in action, and under circumstances which rendered such exposure a duty.

Clasps to medical officers and medical subordinates.

2432. In consideration of the extraordinary exertions required of surgeons and medical subordinates after a battle, clasps may be granted to all medical officers and medical subordinates actually serving, at the time of an action, with an army in the field.

Clasp for Indian medal.

2433. The clasp for the Indian medal being exceptional in character, are granted under the rules governing the grant of war medals.

Next of kin entitled to medal.

2434. The next of kin of a European, or the heir of a native dying before the preparation of medal rolls or the distribution of the medals, is entitled to receive the medals and clasps earned by the deceased, unless these are specially left by will to some other person or persons.

Submission of medal rolls.

2435. Medal rolls, either original or supplementary, are to be made out according to the forms published in the general order authorising the grant of the medal; and are to be forwarded through the proper channel to the adjutant-general, for transmission, with the approval of government, to the Horse Guards in the case of the British service, to the secretary of state through the government in the case of British officers in the Indian army, and to government in the case of native ranks.

Medal rolls, whether original or supplementary, are to show the presidency to which claimants belonged when they earned their medals, also the place and date at which the rolls are prepared.

II.—Forfeited and lost Medals.

Disposal of medals forfeited by British soldiers.

2436. Medals forfeited by British soldiers under the operations of articles 910 and 911 of the Royal Warrant of 1884, are to be transmitted to the adjutant-general for return to the Horse Guards.

Disposal of forfeited medals of native soldiers.

2437. Medals granted for service in the field are to be withdrawn from native soldiers who may be sentenced to transportation, such sentence being confirmed, or who may be dismissed with ignominy or upon conviction of desertion, and will be transmitted to the adjutant-general.

Native soldier forfeits medal if dismissed with ignominy.

2438. A native soldier under the foregoing circumstances forfeits not only the medals actually in his possession, but also any which may remain unissued to him. If dismissed simply by sentence of court-martial or by order of the military authorities, he retains his medals, and is also eligible to receive any other medal earned by, though not issued to, him at the time of his dismissal. In the preparation of medal rolls, the word "dismissed" should be restricted to cases where such dismissal has been with ignominy or accompanied by a sentence of transportation, the term "discharged" being adopted in other cases.

Instructions regarding lost medals.

2439. The instructions regarding lost medals contained in paras. 14 to 19, inclusive, and para. 21, section XX, Queen's Regulations and Orders for the Army, are applicable to British as well as to native troops.

Applications for replacement of lost medals.

2440. Applications from officers commanding British regiments and royal artillery of divisions and districts for the replacement of lost medals are to be forwarded to the adjutant-general to the forces, Horse Guards, direct; those from officers commanding native regiments to the adjutant-general's office. Officers in staff and departmental employ, including medical officers of the army medical department, through heads of departments to the adjutant-general's office.

Return of unclaimed medals.

2441. Medals received for claimants are not to be retained by batteries and corps for more than one year. If at the end of a year from date of receipt there are any unclaimed medals unissued, they should be returned to the secretary to government, military department, through the adjutant-general, with full information regarding their receipt and non-disposal.

Applications for replacement of medals of native soldiers to refer to original medal roll.

2442. When submitting applications for the replacement of lost medals, officers commanding native regiments will, when possible, refer to the copy of the original medal roll on record in the regiment, in order that the rank, number, and spelling of the name of the applicant may be the same in the application as in the original roll.

III.—Foreign Orders and Medals.

Permission of Her Majesty required.

2443. No subject of Her Majesty shall accept a foreign order from the sovereign of any foreign country, or wear the insignia thereof, with-

out having previously obtained Her Majesty's permission to that effect, signified by a warrant under Her Royal Sign Manual.

Permission when granted.

2444. Such permission shall not be granted to any subject of Her Majesty, unless the foreign order shall have been conferred in consequence of active and distinguished service before the enemy, either at sea or in the field; or unless the recipient shall have been actually and entirely employed beyond Her Majesty's dominions, in the service of the foreign sovereign by whom the order is conferred.

Notification of intention.

2445. The intention of a foreign sovereign to confer upon a British subject the insignia of an order must be notified to Her Majesty's principal secretary of state for foreign affairs, either through the British minister accredited at the court of such foreign sovereign or through his minister accredited at the court of Her Majesty.

Time within which notification must be made.

2446. If the service for which it is proposed to confer the order has been performed during war, the notification required by the preceding clause must be made not later than two years after the exchange of the ratifications of a treaty of peace. If the service has been performed in time of peace, the notification must be made within two years after the date of such service.

Application to wear foreign medal.

2447. Application for permission to accept and wear medals which, not being the decoration of any foreign order, are conferred by a foreign sovereign on British subjects in the army or in the navy, for military or for naval services, should be addressed, as the case may be, to the commander-in-chief or the lords of the admiralty, who, if they see fit, may submit the same to Her Majesty's principal secretary of state for foreign affairs for Her Majesty's sanction; upon obtaining which they may grant such permission without any other formality.

Foreign medal bestowed for saving human life.

2448. Any British subject is at liberty to accept and wear a foreign medal not being the decoration of a foreign order, bestowed by competent authority for acts of bravery in saving human life. An officer, soldier, marine, or sailor must, however, first obtain permission from the commander-in-chief or the lords of the admiralty, as the case may be.

Permission to accept (though not wear) foreign medal.

2449. No permission is necessary for accepting a foreign medal, if such medal is not to be worn.

IV.—Order of British India.

Description of the insignia.

2450. The insignia of the order consists of a gold star inscribed with the words "The Order of British India" pendant from a crimson ribbon, to be worn round the neck on the outside of the collar of the coat on full-dress parades and other occasions of ceremony.

Annual recommendation of native officers for the order.

2451. Commanding officers of native corps are to forward annually, on the 1st May, direct to the adjutant-general, a descriptive roll,*

* In Madras, no entry is to be made by commanding officers in the last column of the descriptive roll alluded to.

IV.—Order of British India—*concld.* V.—Order of Merit.

Bengal Form No. 433, Madras M. Form No. 630, Bombay Form No. 193,

of the two native officers of their respective corps, whether recommended previously or not, whom they consider most deserving of admission to the second class of the order, or for promotion from the second to the first class of the order.

Casualties to be reported.

2452. All casualties among the members of the order (whether of the effective branch of the service or of the pension establishment) are to be reported to the adjutant-general.

Disposal of the insignia of the order.

2453. The insignia of the order are allowed to remain in the possession of the family of the deceased member; but in the case of the removal from the service of a member of the order for misconduct, the star and buckle will be reclaimed and disposed of as directed in paragraph 44. Members of the order, when promoted to the first class, are to return the insignia they received on their nomination to the second class.

Members exempt from discharge.

2454. Members of the order of British India and of the order of merit are exempt from ordinary discharge without pension on the occasion of the reduction or disbandment of the corps to which they belong.

V.—Order of Merit.

Description of the insignia.

2455. The insignia are—for the first class, gold; for the second, silver, with a gold wreath; and for the third, silver only; to be worn on the left breast pendant from a dark-blue ribbon with red edges.

How it may be obtained.

2456. Admission to the third class is obtained by any conspicuous act of individual gallantry, performed by any native officer (or officer of European or mixed parentage holding a similar position) or soldier in the field, or in the attack or defence of fortified places; admission to the second class can be obtained only by members of the third class and for similar services; and in like manner the order of the first class is conferred only on members of the second class.

Procedure in preparation of applications for the order of merit.

2457. Admission to each of these classes is obtained upon application to the government of India, with whom alone the power of conferring the order rests. The application must particularly, specify the act of gallantry for which the soldier is supposed to have a claim to this distinction, and in order to maintain its value and prestige the strictest care should be taken in recommending for admission into it, as it is very desirable that the reward should only be granted in those instances which can clearly be defined as cases of *conspicuous* gallantry, and not for an act of ordinary gallantry performed by a soldier in the simple exercise of his duty. In the preparation of the application the following course is to be adopted:—

(*a*) After an action in which a soldier may have performed any particular act of gallantry, a representation is to be made, through the usual channel, to the officer commanding the division or district, or field force, who will order the assembly of a mixed court, to be composed

of one field officer, two captains and two native officers (the proceedings of which are to be conducted by a deputy judge advocate if available) before which the individual recommended will appear, when witnesses will be called and examined, on oath or attestation, as the case may be, as to what they saw the soldier perform in the action referred to.

(*b*) Should there be any failure of proof, the claim is to be disallowed, the court recording its opinion that it is inadmissible; but should the particular gallantry of the soldier appear to have been conspicuous and undoubted, the court will record its opinion to that effect, and forward the report, in duplicate (on Army Form A. 2), through the usual channel, to the commander-in-chief for eventual transmission to government.

Record of the act of gallantry.

2458. A record in each case of the particular act of gallantry for which the order has been conferred, is kept in the office of the secretary to the government of India in the military department; and a certificate from that functionary, detailing the grant of the order and its concomitant advantages, is given to each individual on his admission to, or advancement in, it.

Disposal of the insignia.

2459. In cases of advancement to a superior class of the order, the inferior badge is to be forwarded (in Bengal) to the secretary to the government of India in the military department, in Madras and Bombay to the adjutant-general, as also is the badge of a member of the order who may be removed from the service for misconduct. The insignia of the order are, however, allowed to remain in the possession of the family of a deceased member.

Dismissal from the service of a member of the order of merit.

2460. Whenever a native officer or soldier, a member of the order of merit, is dismissed the service, whether by court-martial or summarily, for an offence not involving moral turpitude, a full report of the case, accompanied by a copy of the charge, finding, and sentence, is to be made by the officer commanding the corps to the adjutant-general for submission to the commander-in-chief and eventual transmission to government.

Reports of casualties occurring before receipt of insignia.

2461. Commanding officers are required to report immediately to the adjutant-general, all casualties by death, transfer, removal, &c., amongst individuals admitted to the order, which may occur previous to the receipt of the decoration.

VI.—Miscellaneous Regulations.

Delivery of medal on parade.

2462. The instructions contained in paragraph 9, section XX, "Queen's Regulations and Orders for the Army," regarding the announcement of the grant of medals, and the mode of their presentation to recipients, are applicable to India, and to the insignia of the "Order of British India" and "Order of Merit," as well as to "good conduct" and "distinguished service" medals.

VI—Miscellaneous Regulations—*contd.*

Wearing of medals and ribbons.

2463. Instructions regarding the wearing of medals and ribbons are contained in volume VII, Army Regulations, India, and in section XII, Queen's Regulations and Orders for the Army.

Royal Humane Society medals.

2464. Medals granted for acts of bravery in saving life may be worn in uniform, and whenever a society may consider any officer, non-commissioned officer, or soldier entitled to receive a medal, it should be sent together with a statement of the act of bravery to the adjutant-general, in order that the recipient's name may be registered, and authority obtained from the Horse Guards for the distinction to be worn. Any clasps granted for subsequent acts of bravery may be worn on the medal in uniform.

Albert medals.

2465. Officers receiving the "*Albert Medal*," instituted by Her Majesty for rewarding acts of valour in saving lives from shipwreck or other peril of the sea, are permitted to wear it on the left breast without other permission than the publication of their names in the "London Gazette."

Rules for transmitting medals by post.

2466. The following instructions relative to the transmission of medals through the post are to be invariably attended to:—

I.—Medals despatched by banghy post must be securely packed in cloth or wax-cloth or tin, and the parcel sealed at intervals of three inches along the line of sewing, with a device other than that of a current coin.

II.—Medals sent by letter post must be registered.

III.—In either of the above cases, no indication of the contents of the parcel should be given on the cover.

Medals of pensioners to be accompanied by acquittance rolls.

2467. Whenever medals may be sent to paymasters in Madras to officers in charge of pensioners for delivery to individuals on the pension establishment, they are to be accompanied by acquittance rolls showing the regiments and troops or companies to which the pensioners belonged, and the dates of their transfer to the pension establishment. These acquittance rolls will eventually be returned, completed with the signatures of the recipients.

Circle paymasters to place their medals under a guard.

2468. Officers commanding stations will render assistance to circle paymasters (in Madras to officers in charge of pensioners) in providing for the safe custody of medals entrusted to their charge, by placing them, whenever possible, under charge of a regimental or station guard.

Disposal of unclaimed medals.

2469. Unclaimed medals of deceased British soldiers should be forwarded direct to the War Office by regimental authorities; those of native soldiers (in Bengal) to the secretary to government in the military department, Calcutta; in Madras, to the adjutant-general's office.

Rules in Bombay.

2470. In Bombay all unclaimed or forfeited medals of the native army are to be forwarded on the 1st January annually direct to the adjutant-general, accompanied by a return in duplicote on Bombay Form No. 166 for transmission to the mint master, Bombay, for safe custody.

VI.—Miscellaneous Regulations—*concld.*

Disposal of the Insignia Orders.

Disposal of the insignia of the Orders of Knighthood.

2471. The following are the rules for the disposal of the insignia of the orders of the Bath and Star of India, on the decease or promotion of members :—

(*a*) On the decease of a knight grand cross of the order of the bath, the collar and badge appendant of the order worn by him should be returned to the Lancaster Herald, but the investment badge and silver star are retained by his family. On the decease of a knight commander or of a companion of the bath, the whole of the insignia of the order worn by him are the property of his family.

(*b*) On the promotion of a knight commander of the bath to a higher class to the same division of the order, the insignia of the lower class are returned to the Herald's college.

(*c*) On the decease of a knight or companion of the star of India, the orders worn by him are returned (if in India) to the secretary of the order, for transmission to the registrar.

SECTION XXII.—CORRESPONDENCE.

I.—Correspondence.
II.—Postal Rules.
III.—Telegraph Rules.
IV.—Miscellaneous Requisitions.
V.—Reports and Returns.

I.—Correspondence.

General rules for writing official letters.

2472. The general rules for writing official letters are contained in section XXI, "Queen's Regulations and Orders for the Army," and are applicable to India.

Each letter is to refer to one subject only, and is to be written with black ink in a clear legible handwriting, not more than 28 lines being compressed into a page of foolscap paper, with a convenient (*i.e.*, from half to quarter) margin: the margin is to be left on the inner side of each page. The station and date are to be entered at the heading, followed by the address, thus:—

From—(*here state rank, name, and corps, or department, &c*).

To—(*here state officer or head of department addressed, &c.*)

The names of individuals and places are to be distinctly written, and the initials of Christian names given. Whenever the name of any individual is submitted in any roll or paper, with the view of its eventually appearing in general orders, or in any medal roll for engravement, it is to be printed by hand in such a way that one letter cannot be mistaken for another.

Fly dockets not to be used.

2473. Fly dockets or memorandum slips are unauthorised for correspondence with headquarter departments, or with government, or with divisional, brigade, and station staff officers, whenever the communication has to be passed on to other authorities. The remarks of transmitting officers are to be written after the last signature of all letters forwarded through them. In Madras, no letter or other document addressed or intended for transmission to army headquarter departments is to be written on less than a quarter of a sheet of foolscap paper; when the writing extends beyond one page, a half sheet must be used. All letters and enclosures should be folded lengthways, docketed as directed in para. 2475, the writing running across, and then, if written on more than a quarter of a sheet of paper, the documents may, in view to obviate the necessity of using large envelopes, be folded to suit the official envelope in ordinary use. Correspondence with headquarter departments—also with divisional, district, or station staff officers, *whenever the communication has to be passed on to other*

authorities—is to be in letter form only, and not in the form of a docket or memorandum.

Purport of letter to be noted.

2474. Letters to headquarters or to government are to have their general purport noted in the upper left-hand corner of the first page. When a communication is in reply to one received from headquarters or government, the subject, heading, or classifying word, number, index letter, and date are to be quoted, either in the margin or body of the letter, thus :—$\frac{\text{Regulations}}{\text{Military}}$, No. 568B., dated 1st January 1886.

Rules regarding sums. Vernacular terms and docketing of letters.

2475. In documents in which sums occur, they are to be expressed in words as well as in figures. Vernacular terms are not to be used in official correspondence without their English equivalent. Official letters are not to be docketed in Bengal and Bombay, but in Madras the purport of every letter is to be endorsed on an outer fold as below :—

Through Division.

FROM

COMMANDANT,

39th Madras Infantry,

To

THE ADJUTANT GENERAL,

FORT ST. GEORGE.

No. 827.

Bangalore, 1st May 1886.

Applies for permission to send a recruiting party to Palamcottah.

I.—Correspondence—*contd.*

2476. The paras. of a letter are to be numbered, and whenever reference to previous correspondence is necessary, the substance thereof is to be stated either in the body of the letter or in the margin. Paragraphs to be numbered.

2477. Enclosures are to be fastened to a letter by a loop of silk or twine: they are to be conspicuously lettered or numbered and described in the margin; or when numerous, in a separate schedule. All enclosures and annexures, which are not strictly necessary for a consideration of the subject of the letter, and all blank fly-leaves, are to be removed. When reference is made to an enclosure, its number and date are to be inserted in the margin opposite the statement or opinion which is based upon or supported by it. Enclosures.

2478. Public despatches are to be made up in the most compact form possible. The envelopes are to be adapted to the size of the documents they contain, and made of strong paper, more particularly when the packet is bulky. Covers of periodical reports and papers, &c., are to be superscribed with the nature of their contents, as "Monthly Return," "Leave," "Musketry," &c. They are to be addressed simply to the "Adjutant-General," "Quartermaster-General," "Deputy Adjutant-General, Royal Artillery," without adding the names of individuals. The size of foolscap to be used is 16 by 13 inches. Size of despatches and covers.

2479. All official correspondence and other documents, excepting such as may be otherwise provided for (para. 282, sec. V), or except in cases of necessity, are to be transmitted for the information or orders of superiors, through each intermediate authority in regular rotation of rank, *viz.*:— Channel for official correspondence.

(*a*) From an officer commanding a regiment—through the officer commanding the detachment, station, brigade, &c.

(*b*) From an officer commanding a detachment, station, brigade, &c.,—through the officer commanding the division, district, &c.

(*c*) From an officer commanding a division, district, &c.—through the army headquarters staff to whose department the subject of reference belongs (paras. 2500, 2504, & 2505).

(*d*) From departmental officers—through the heads of their departments, on subjects exclusively affecting their departments, or their individual interests; but on all matters of local interest—through the officer commanding the station, brigade, district, division, or other authority to whom they are immediately subordinate.

(*e*) From military officers in civil employ—through the head of the local government or administration.

2480. The correspondence of the regimental officers with those attached to the general or departmental staff is to be conducted through, and under the countersignature of, their commanding officers, unless inconvenience might be occasioned to officers absent from their corps, Correspondence to detached officers.

I.—Correspondence—*contd.*

when such may be carried on direct, copies being furnished for the information of the officer through whom it should, in the usual routine, have been sent.

Channel for regimental officers and others.

2481. Applications from regimental officers are, in the first instance, to be submitted to the commanding officers of their corps. Applications from native officers, non-commissioned officers, trumpeters, drummers, and private soldiers are to be made personally through the commanding officers of their half-battalions, batteries, squadrons, or companies to the commanding officers of their corps. Commanding officers are to forward, through the prescribed channel, for the consideration of the commander-in-chief, a statement of such applications or claims as are deemed to be reasonable, specifying the grounds on which they recommend that the requests be granted.

Channel for artillery officers.

2482. Officers commanding batteries must correspond through the channel, as prescribed above, in all matters in which the orders of general officers commanding divisions and districts are required, as well as in all matters affecting discipline; in matters connected with regimental interior economy, they will correspond through their regimental superiors with the deputy adjutant-general or assistant adjutant-general, royal artillery.

Officers on detachment to correspond through regimental headquarters.

2483. An officer in command of a detachment of his regiment must transmit all correspondence affecting its interior economy through the headquarters thereof; when relating, however, purely to the local interests of the portion of the corps under his command, it should be forwarded through the proper local authorities, and copies only should be furnished to the headquarters of the regiment, for the information of the commanding officer.

Course prescribed when direct references are made.

2484. Any officer who, on his own responsibility, transmits documents otherwise than through the proper channel, must explain the causes which induce him to do so, and at the same time forward copies for the information of the authority through whom they should have passed in regular course. In the event of any intermediate authority refusing to forward documents submitted for transmission to a superior, the objections are to be stated at the foot of the documents, which may then be sent by the individual concerned to the next superior authority.

Channel for replies.

2485. The channel adopted by a superior in transmitting documents, letters, &c., must be conformed to by the individual addressed in forwarding his reply, unless otherwise ordered.

Signature of transmitting officers.

2486. General or other officers in command are to sign all official letters and reports which are intended for submission to the commander-in-chief; and all officers, in making reports or applications, and in affixing their names to any public documents, are to specify under their signatures, which must be legibly written, their rank and the regiments or departments to which they belong.

Responsibility and duty of transmitting authority.

2487. The responsibilities of superior officers with regard to documents submitted by them and the adjustment of matters within the scope

I.—Correspondence—*contd.*

of their authority are defined in section XXI, "Queen's Regulations and Orders for the Army."

2488. All observations or opinions of transmitting officers are to be made after the signature of the writer of the letter, or on a fresh sheet of foolscap paper when necessary, so that they may be recorded in their proper consecutive order. Every letter should be complete in itself, and refer only to annexures or enclosures in support of what is urged. It is to contain all the facts and opinions it is desired to submit. When a letter is lengthy, the last para. is to recapitulate the points requiring decision. Observations and opinions of transmitting authority.

2489. Memorials in the terms of a circular, or containing questions affecting the general regulations and system of the service, are prohibited. Memorials in the terms of a circular, or containing questions affecting general regulations, &c., prohibited.

2490. Officers are not to address the commanders-in-chief, or the governor-general, or governors of presidencies direct, but on subjects strictly personal they are permitted to correspond with the respective military secretaries of those authorities. Commanders-in-chief, viceroy, or governors of presidencies not to be addressed direct.

2491. Correspondence between general officers, commanding officers, heads of departments and staff officers is to be conducted as directed in section XXI, "Queen's Regulations and Orders for the Army." Correspondence between general officers.

2492. When general or other officers in command are absent on temporary leave, official letters that may arrive addressed to them are to be disposed of as directed in section XXI, "Queen's Regulations and Orders for the Army." Letters addressed to general officers in command and arriving during their absence.

2493. Periodical reports, returns, replies to circulars, and documents of mere detail required to be furnished to the different departments of the army in India, are to be forwarded, unless otherwise ordered, through the regular channel, to the officer commanding the division or district, by whom they will be collected and forwarded; when no explanations are necessary, transmitting letters are not required. Transmission of periodical reports.

2494. Memorials, appeals, representations, &c., intended for submission to the secretary of state for India or to government, are to be couched in temperate and respectful language, and are to treat only of matters which immediately affect the interests of the memorialist. They are to be written on half margin, and must always be in duplicate; when intended for government or the secretary of state for India, they may be printed, in which case each sheet of the memorial and its accompaniments must bear the signature of the memorialist. Memorials to be in temperate language, and instructions for submission.

2495. The following rules are to be observed when general orders are quoted in official correspondence:— General orders to be represented by initial letters.

I.—When a general order issued by the government of India is referred to, the initial letters (G. G. O.) with its number and year are to be cited.

I.—Correspondence—*contd.*

II.—When a general order issued by the governments of Madras and Bombay is referred to, the initial letters (G. O. G.), number and year are to be cited.

III.—A general order by the commander-in-chief, the initial letters (G. O. C.), with date and page. In Madras and Bombay G. O. C. are numbered, and it is only necessary to quote number and year.

IV.—A standing order from the adjutant-general's office, the initials (G. O.), its number and year.

Appeals to be discouraged.

2496. Appeals against the decision of competent authority, except on very sufficient grounds, are to be discountenanced, and none will be entertained, unless after a failure to procure redress through the proper intermediate channel. Officers when appealing against the decision of a superior are to state facts only, in clear and temperate language, and to abstain from comment.

Papers to be endorsed when sent for communication.

2497. When papers that have been sent in original "for information" or "for communication" from the several departments of the army are returned to those departments, officers commanding divisions, and other officers concerned, are to cause it to be invariably recorded on the documents themselves, and not on binders attached to them, that the contents have been "noted" or "communicated."

Penalties for using disrespectful language

2498. The use of improper or disrespectful language by officers, who may address the government on the subject of orders of the secretary of state for India, will render them liable to summary dismissal from the service.

Publishing of official records.

2499. Rules regarding access to official records, and publishing or making use of the same, are contained in section XXI, "Queen's Regulations and Orders for the Army," and are applicable to India. The unauthorised communication to the public press of information derived from official sources is prohibited, and this prohibition is not confined to matters still under discussion, but includes also the unauthorised disclosure of matters finally decided on.

Military Secretary to the Commander-in-Chief.

Correspondence with military secretary.

2500. The correspondence of the army intended for submission to the commander-in-chief, except on subjects which appertain to other departments, as hereinafter specified, is to be addressed to the military secretary (para. 2490), and will comprise—

(*a*) Applications for employment on the general staff of the army; and for the appointments of commandant and station staff of hill depôts.

I.—Correspondence—*contd.*

(*b*) Applications regarding appointment, promotion, retirement, exchange of regiments or transfer * of officers of British corps, artillery excepted, which will be made to the deputy adjutant-general or assistant adjutant-general, royal artillery, except applications for the retirement of officers of artillery under the new conditions, which will be sent to the adjutant-general.

(*c*) Recommendations of officers of British regiments for regimental staff appointments, and of non-commissioned officers for commissions.

(*d*) Paymasters' accounts prior to obtaining leave.

(*e*) All matters of a personal or private nature intended for submission to the Horse Guards, or for the consideration of the commander-in-chief.

(*f*) All correspondence connected with the annual confidential reports (Army Form B. 194) on officers of the British service or on officers of the army pay department (Army Form C 306).

Applications to be accompanied by records of service.

2501. Applications from officers, British service, in connection with clause (*a*) are to be accompanied by a record of service (Army Form B 199), and all documents intended for submission to Horse Guards are to be in duplicate.

Applications for appointments on the staff.

2502. Applications from officers, Indian service, for appointments in the gift of the commander-in-chief (except those in native regiments) are to be transmitted to the military secretary through commanding officers of corps, or through heads of departments when the applicants happen to be employed in any department of the staff. Applications are to be accompanied by a statement of services (on Army Form B 199 for British officers, and on India Army Form No. 1 for Indian officers); and, in cases where applicants have been mentioned in despatches or general orders, extracts are to be furnished. As a general rule, copies of certificates should be certified by some other than the person to whom they refer.

Opinion of transmitting officers.

2503. The transmitting officer will give his opinion on the qualifications of the applicant, stating especially whether he has received from him that support and assistance which, in his situation in the corps or department, he ought to have afforded.

The Adjutant-General.

Correspondence with the adjutant-general.

2504. The correspondence which is to be addressed to the adjutant-general will, in addition to that relating to appointments in native regiments, comprise generally all subjects connected with the discipline, duties,

* When the exchange or transfer is from one battalion to another of the same regiment, the application is to be submitted to the adjutant-general.

I.—Correspondence—*contd.*

military training, and efficiency of the army, and is classified in detail under the following heads:—

A

Abkari (Bengal only).
Ammunition.
Appeals.
Armaments of Forts.
Amorers and Appliances.
Arms and Accoutrements.
Army Pay Department.

B

Bands and Bandmasters.
Bedding.
Books.

C

Canteens.
Claims and Complaints.
Clothing.
Colleges.
Colors and Distinctions.
Commands.
Commissariat.*
Compensation for dearness of provisions.
Confidential reports on officers.
Correspondence.
Courts-martial, Courts of Inquiry, Request, &c.

D

Death reports (including Courts of Inquest).
Depôts.
Deserters.
Discharges.
Discipline.
Dress.
Drill and Instruction.
Duties.

E

Employment of troops for service, or in aid of civil power.
Equipment.
Exchanges, officers of Staff Corps.†
Establishments.
Exhibitions.
Extension of service (British soldiers).

F

Fines for drunkenness.
Forage and Fodder.
Forms.

G

Good-conduct pay.
Good-conduct rewards.
Guards of Honour.
Guards and Escorts.
Gymnastics.

H

Honorary distinctions.
Honors and Salutes.
Horses.

I

Insanes.
Inspections of Corps.
Interior economy of Corps.
Invalids and Invaliding.

L

Leave and Furlough.
Libraries.
Line gear.
Losses.

M

Magazines.
Master Tailors.
Medals and Orders.
Messes.
Military Instruction, examination for promotion.
Musketry Instruction.

N

Native Army, promotions, &c.
Native Languages.
Necessaries (regimental).

O

Orderlies.
Orders, general, division, brigade, regimental, &c.

* Comprising rations and all questions of supplies from the commissariat department, except those mentioned in para. 2505 (*d*), which will be addressed to the quarter-master-general's department.

† When the exchange or transfer is from one battalion to another of the same regiment, the application is to be submitted to the adjutant-general.

I.—Correspondence—*contd.*

P

Pensions.
Petitions.
Posting of officers and soldiers.
Prisons and Prisoners.

R

Rank and Precedence.
Records of Officers, Soldiers, Staff Officers, and Regiments.
Recruiting, Re-enrolment, Re-engagement.
Regimental Institutions.
Regulations, Army.
Retirements.
Returns.
Royal Engineers.

S

Salutes and State ceremonies.
Sappers and Miners.
Savings Banks.
Schools and Schoolmasters.
Service—Officers and Soldiers.
Soldier Clerks.
Staff Corps.
Staff College.
Staff Soldiers.

T

Transfers.
Treasure Chests.

U

Unattached List.

V

Veterans.
Volunteering.
Volunteer Corps (Bengal and Bombay only).

W

Warrant Officers.
Women and Children.
Widows' Fund.

The Quartermaster-General.

Correspondence with the quartermaster-general.

2505. All correspondence relating to the following subjects is to be forwarded by commanding general officers to the quartermaster-general (paragraph 2532):—

(*a*) The movements of troops by land or sea, including arrangements for the conveyance of baggage and military stores, and duty connected with embarkation, disembarkation, and the accommodation of troops and their families on board ship; the passages by sea or land for officers and their families; the hiring and survey of transports.

(*b*) The issue of routes, the relief of regiments and detachments, and the provision of escorts, of carriage and supplies.

(*c*) The quartering and cantoning of troops, and of their lodgment generally; the building of barracks and hospitals, alterations and improvements to existing barracks, and construction of new works; fortifications; native establishments of regiments and stations.

(*d*) Barrack department; occupation and appropriation of buildings, choice of quarters, barrack damages, barrack and canteen furniture; allowances of fuel and other supplies; pankahs and tatties lighting of barracks, and fires.

I.—Correspondence—*contd.*

(*e*) Constructing of rifle ranges, practice and exercising grounds for the different arms of the service, cricket grounds and gymnasia; establishment and transfer, &c., of workshops, theatres, soldiers' gardens and recreation-rooms; employment of troops, whether by paid or fatigue labor, on public works or military defences.

(*f*) The occupation of ground by troops, the order of march, formation of encampments, camping-grounds, fixed or permanent; and the issue of camp equipage and army stores for general field service.

(*g*) Cantonment lands and boundaries, cantonment rules, cantonment funds, bazaars, grants of land and building advances, purchase and hire of houses, new sites for public buildings; water-supply, sanitary and conservancy arrangements; lock hospitals and epidemics.

(*h*) Military surveys and reconnaissances; bridges and pontoons; journals of the movements and operations of armies in the field; military science, geography, topography, intelligence, army signalling and telegraphy; and also maps, plans, and dispositions for defence.

(*i*) Married Soldiers' Regulations.

GOVERNMENT.

Departments which correspond with government.

2506. Correspondence between the government and the commander-in-chief is to be conducted through the offices of the secretary to government in the military department, and of the adjutant-general, quartermaster-general and judge-advocate-general.

References to be made through controller of military accounts.

2507. References on the following subjects are to be submitted to government through the controller of military accounts:—

(*a*) sanction to new or excess expenditure;

(*b*) for increased pay, or claims to pay and allowances, whether ordinary or special;

(*c*) for pensions; or

(*d*) applications of like nature.

But proposals involving changes of established system or principle are to be submitted direct to government by heads of departments.

Direct correspondence with the military department forbidden.

2508. Correspondence from officers in military employ, intended for submission to government, is to be addressed to the head of the army staff department concerned for the orders of the commander-in-chief; direct references to government, except as hereafter stated, are forbidden; should the application be of a very emergent nature, the telegraph is to be made use of for immediate communication with the commander-in-chief.

I.—Correspondence—*contd.*

Reports of officers, royal engineers, on leave or on duty.

2509. Officers of the royal (late Indian) engineers, appointed while on leave to do duty with depôts at home, are on their return to report to the secretary to government, military department (in Bombay, to the adjutant-general), the period they were so employed; if ordered to proceed to England for any duty entitling them to reckon the period as service for pension under Indian rules, they will also report the dates of departure from and arrival in India.

Nominal lists for Army List, applications for statements of service as recorded for furlough or pension, estates and committees of adjustment.

2510. In Bengal, nominal lists for the Army List, and applications for statements of service as recorded for furlough or pension, are to be addressed direct to the military department at Calcutta.* In Madras and Bombay, correspondence connected with these subjects is to be addressed to the adjutant-general. Correspondence connected with estates and committees of adjustment is to be addressed to the secretary to government, military department, and forwarded through officers commanding stations.

Letters to military department.

2511. Correspondence for the military department is to conform to the regulations given in this section, and is to be addressed to the "Secretary to Government, Military Department," and the words "Army List," "Statement of Service," &c., are to form the heading of letters connected with those subjects, and be written on the envelope.

Applications for military appointments under Government (Bombay).

2512. In Bombay, applications for military appointments under government are always to be addressed to the military secretary to the governor.

Civil Authorities.

Correspondence to be conducted in English.

2513. Officers under the orders of the commander-in-chief who have occasion to communicate with civil officers, are either to address them in English, or to note their addresses in English on the vernacular documents forwarded under their countersignature.

Channel of correspondence from military to civil officers.

2514. Officers commanding stations only should address the civil district officers direct, while general officers commanding divisions, districts, or brigades should themselves address commissioners of divisions and similar high civil authorities; but in addressing a civil officer in charge of a district, may do so through their staff officers.

Military officers to correspond through station commanding officers.

2515. When an officer requires provisions, boats, or any other articles for which he may deem himself authorised to request the aid of the civil authorities, he should state the case to the officer commanding the station, who will exercise his discretion in forwarding the requisitions. On the same principle, when parties are detached, the officer commanding the station is alone authorised to communicate with the

* If officers consider the statements of service furnished to them by the military department to be incorrect, they should address their objections to the adjutant general for the reconsideration of government.

civil authorities, except in matters connected with the supply of carriage or supplies, which are indented for by the officer commanding the corps or detachment.

Petitions from natives to be discouraged.

2516. Commanding officers of native regiments are to discourage the native officers and others under their command from submitting petitions for restoration of forfeited lands, &c., and transmitting officers are to decline to forward such petitions unless they are supported by circumstances of a very exceptional character.

Private correspondence on official matters forbidden.

2517. An officer having occasion to prefer a complaint to a civil authority must do so through the regular channel (except when on the march), and in the usual form of official correspondence: private communications on such subjects, or respecting cases pending, in which a soldier, servant, or dependant is interested, are prohibited.

Correspondence direct with native chiefs prohibited.

2518. Officers are prohibited from holding communication with native princes and chiefs or their vakeels, otherwise than through the channel, and with the sanction of the political agent, or other authority, resident on the part of government. When no political agent resides at a native court, all correspondence must be sent to the local government.

Miscellaneous Correspondence.

Correspondence not included in other paragraphs.

2519. Correspondence on all other subjects not included in the above or following paragraphs of this section, whether intended for the consideration or orders of the commander-in-chief, or for ultimate submission to government or the secretary of state for India, is to be addressed to the adjutant-general.

Inspector-general of ordnance.

2520. Correspondence and propositions on all subjects involving expenditure, or other matters within its sphere of control, if relating to the department of ordnance, are to be transmitted to the inspector-general of ordnance.

Controller of military accounts.

2521. References relating to pay, pensions, and gratuities to men of short service are to be addressed direct to the controller of military accounts or pay examiner.

Medical department.

2522. The nomination of medical officers to the charge of station hospitals, native corps, and to the appointment of garrison surgeons, will be submitted by the surgeon-general, Her Majesty's Forces, to the adjutant general.

Judges advocate-general's department and applications for courts-martial.

2523. The orders of the commander-in-chief and of general officers on the holding of trials by court-martial are taken by the adjutant-general or other staff officer of that department. Commanding officers are, however, to send applications for general or district courts-martial under cover to the deputy judge-advocate of the circle, by whom they will be transferred (sec. VI, para. 384) to the staff officer of the division or district. General officers referring any application for the orders of the commander-

I.—Correspondence—*contd.*

in-chief will send the papers under cover to the judge-advocate-general. All other references on the subject of courts-martial and all references regarding courts of requests are to be addressed to the judge-advocate-general.

2524. Correspondence connected with the veterinary department is to be submitted to the adjutant-general, through the inspecting veterinary surgeon. Veterinary department.

2525. Correspondence connected with gymnasia and gymnastics is to be addressed to the inspector or assistant inspector of gymnasia. Inspector of gymnasia.

Confirmation of Orders.

2526. Extracts of orders sent to the adjutant-general's office or elsewhere for confirmation, are to be prepared in duplicate, on half-margin, and are to be countersigned by the officer under whose authority the orders are issued; when orders require the confirmation of government, the documents which accompany the extracts, as well as the orders themselves, are to be in duplicate. In ordinary cases, when the extracts themselves contain full particulars, transmitting letters are not required; but in cases where it is necessary to furnish explanations or information not contained in the order, transmitting letters are to be sent. They must be despatched to the adjutant-general's office on the day of issue. When not intended to be published in general orders, the order with the minute of confirmation endorsed upon it will be returned to the issuing authority as a voucher for the pay or other department concerned. Preparation of extracts sent for confirmation.

2527. Orders making officiating appointments amongst the British officers of native regiments are to be accompanied by a nominal list of the whole of the officers, specifying the appointments, permanent or officiating, held by each on the day from which the order has effect, and distinguishing those absent from headquarters on duty, furlough, or leave. Orders making officiating appointments among British officers.

2528. Orders making officiating appointments to the non-commissioned staff of garrisons and hill depôts do not require the sanction of the commander-in-chief. Officiating appointments among N. C. officers at hill depôts.

2529. Regimental orders directing the formation of regimental depôts at headquarter stations of corps moving into camp for duty, or on account of sickness, are not to be forwarded for confirmation to the adjutant-general, as no command or any allowance is granted for such depôts. Orders for regimental depôts formed under certain circumstances do not require confirmation.

2530. Arrangements for medical charges made in divisional or station orders do not require confirmation; station or regimental authorities of the charge to which the medical officer is appointed are required to despatch one copy of the order to the pay examiner on the day of its issue, a second copy being attached to the bill when the allowance is first drawn. Confirmation of orders appointing officers to medical charges do not require confirmation.

I.—Correspondence—*concld.* II.—Postal Rules.

Extracts to be sent to quarter-master-general.

2531. Extracts of all orders intended for confirmation, connected with the following subjects, are to be forwarded to the quartermaster-general, *viz.*, barracks or quarters; internal economy of barracks; cantonment lands, buildings or boundaries; routes; movements of corps and detachments; embarkation and disembarkation of troops; bazaars; camp equipage, &c. (para. 2505).

Orders which are creative of expense.

2532. Orders directing arrangements creative of expenditure authorised under any existing regulation are not to be forwarded for confirmation, but the authority for their issue is to be quoted in the body of the order. In cases, however, in which the arrangement ordered is not provided for by any existing authority, or which involve a doubtful interpretation of some regulation, or an expenditure beyond what is authorised, the order is to be sent for confirmation accompanied by explanations of the reasons for its issue.

II.—Postal Rules.

Transmission of official correspondence by post.

2533. Detailed information regarding the transmission of official, foreign and inland correspondence will be found in the *Indian Postal Guide.*

Officers bound to receive and pay for letter.

2534. Officers are bound to receive and pay any postage which may be due on covers addressed to them under the superscription "On Her Majesty's Service" or "Service Bearing." If the charge of postage result from any irregularity or omission on the part of the sender, it should be represented to the proper authority. The amount charged may be recovered in a contingent bill supported by the original covers as vouchers.

Sepoys' family letters.

2535. Letters addressed to their wives and families by native officers and soldiers belonging to the Punjab force while serving out of the Punjab, and by those belonging to the armies of Madras and Bombay while serving beyond the limits of their respective presidencies, may be sent (free of postage to the senders) as on the public service.

Field Post Offices.

Rules regarding field post offices.

2536. The following are the rules regarding post offices in the field :—

(*a*) For a force of less than 600 men, the commanding officer is to make his own arrangements, his regimental or detachment staff officers distributing the letters, &c., without any extra remuneration.

(*b*) For a force of 600 men and under 1,200 men, a sergeant is to be appointed by the commanding officer to the charge of the camp post office; his staff pay and contingent allowances will be paid by the military department.

(*c*) For a force of 1,200 men and upwards, a trained officer of the postal department is to be appointed by the head of that department; his salary and establishment being fixed by the financial department.

(*d*) The arrangements for conveying the packets to and from the camp are in all cases to be made by the military authorities, and the cost defrayed by them.

(*e*) They are also to supply the requisite camp equipage for the post office establishment, and to bear the charge for its carriage.

(*f*) All orders appointing a sergeant to the charge of a camp post office are to show the strength of the force for which the appointment is made.

(*g*) Commanding officers are required to keep all postmasters concerned duly informed of the corps which compose their brigades or detachments, and of all changes which may occur in the position of their headquarters.

(*h*) Service postage stamps are not to be used on field service out of India. The postal department will deliver without charge all official articles posted on active service and delivered from field post offices out of India. But service unpaid articles, which come within the purview of the established post office in India, will be charged for at prepaid rates on delivery.

III.—Telegraph Rules.

State messages to be signed.

2537. State messages can only be sent under the signature of either the commanding officer at the station, a head of a department, commanding officers of regiments, or staff officers.

State messages out of Indian system.

2538. State messages can only be sent out of the Indian system under the direct orders of the commander-in-chief, to whom all such messages must be submitted (together with full explanation) for transmission, even if they be replies to communications received direct from authorities in England.

Telegraphic communication when to be made use of.

2539. The telegraph is not to be used in the transaction of public business, except on urgent and important occasions, and when the saving of time effected by the telegraph is of real importance to the public service. Questions which require for their decision the fullest and most detailed information are not to be submitted by telegraph.

Contents of military service telegrams.

2540. Military service telegrams are to contain the date and place of despatch in the body of the message. If a telegram is repeated to other officials, the fact is to be stated in the message, and the person or persons to whom it is sent is to be recorded.

State telegrams divided into two parts.

2541. State telegrams are divided into two classes—*urgent* and *deferred.*

III.—Telegraph Rules—*contd.*

Except in cases of importance, messages are to be sent as *deferred;* only those telegrams being classed as *urgent* which are of so exceptionally emergent a character that the interests of the public service would be injuriously affected if their delivery were delayed by a few hours.

All telegraphic messages are to be worded as concisely as is consistent with clearness.

When telegraphic communication should not be made use of on the public service.

2542. Officers are prohibited from communicating by telegraph on the public service regarding applications for leave, appointments, changes of stations, or other personal matters of similar kinds, unless such communications are positively required in the interests of the public service. Private telegrams on the subject of leave and for information on personal matters will not be attended to, except in cases of the clearest urgency, the nature of which must be explained in the telegram itself. When a reply to a telegram is required by telegraph, it must be prepaid by the sender.

Post copies of state telegrams when required.

2543. Post copies of state telegrams are only required under the following circumstances :—

1. When the message contains many figures.
2. When it is in cypher.
3. When it is for England or beyond sea.
4. Generally when the despatching officer considers it desirable in any special case.

Messages regarding troops.

2544. In messages regarding the arrival and departure of troops, the number of men is to be stated simply.

Gratis supply of telegraph guides and books of telegraph forms.

2545. Telegraph guides and books of telegraph forms will be supplied by the superintendent of government printing free of charge to all officers of the adjutant-general's and quartermaster-general's department, and officers directly subordinate thereto.

Message sent by railway telegraph.

2546. State messages may be sent on payment when necessary by the railway telegraphs, and the amount recovered in the usual way as for all telegraphic charges.

Abbreviated telegraphic addresses.

2547. The following abbreviated addresses are to be adopted when communicating with the functionaries named by telegraph :—

Full official title.	*Code designation.*
Accountant-General, Military Department	Accts. Mily.
Adjutant-General in India	Adjt. Gl.
Agent for Transports and Government Consignments	Consignments.
Agent, Governor-General	Agent G. G.
Aide-de-Camp	A. D. C.
Brigadier-General	Brigr. Gl.
Captain	Capt.
Colonel	Col.

III.—Telegraph Rules—*contd.*

Full official title.	*Code designation.*
Commander-in-Chief, India	Chief.
„ „ Madras or Bombay	Army.
Commanding	Comdg.
Commanding Officer or Officer Commanding	Offr. Comdg.
Commissary of Ordnance	Arsenal.
Commissary-General	Comy. Gl.
Commissariat Officer or Executive Commissariat Officer	Ex. Comt.
Commissioner	Comr.
Conductor	Condr.
Controller of Military Accounts	Cr. Mily.
Corporal	Corpl.
Detachment	Dtmt.
Director-General of Ordnance	D. G. Ordnance.
Director of Army Remount Operations	Remounts.
District Superintendent of Police	S. Police.
Executive Engineer	Ex. Engr.
General	Gl.
Governor-General of India	Viceroy.
Governor of Madras, Bombay, or Ceylon	Governor.
His Royal Highness the Field Marshal Commanding-in-Chief	Chief.
Inspector-General of Ordnance	Ordnance.
„ „ Police	Police.
Lieutenant	Lt.
Lieutenant-Governor of Bengal, North-Western Provinces, or Punjab	Lt. Govr.
Military Secretary to Viceroy	M. S. V.
„ „ Governor of Madras	M. S. G., Madras.
„ „ „ of Bombay	M. S. G., Bombay.
„ „ the Government of Punjab	Punjab Mily.
„ „ Commander-in-Chief, India	M. S. Chief.
„ „ „ „ Madras	M. S. Army, Madras.
„ „ „ „ Bombay	M. S. Army, Bombay.
Naval Commander-in-Chief or Senior Naval Officer at Bombay	Navy, Bombay.
Officer	Offr.
Officer in charge of Treasury or Treasury Officer	Treasury.
Private Secretary to Viceroy	P. S. V.
„ „ Governor of Bombay	P. S. Bombay.
„ „ „ of Madras	P. S. Madras.
„ „ „ of Ceylon	P. S. Ceylon.
„ „ Lieutenant-Governor, Bengal	P. S. Bengal.
„ „ „ North-Western Provinces	P. S. N. W. P.
„ „ „ Punjab	P. S. Punjab.
Quatermaster	Q. M.
Quartermaster-General in India	Q. M. Gl.
Regiment	Regt.
Resident Transport Officer, Egypt	Transports.

III.—Telegraph Rules—*concld.* IV.—Miscellaneous Requisitions.

Full official title.	*Code designation.*
Resident Transport Officer, Calcutta	Transport East.
„ „ „ Bombay	Transport West.
Secretary	Secy.
„ of State for War	War.
„ to Government of India, Military Department	Military.
„ „ Marine	Marine.
„ „ „ Public Works Department	Works.
Secretary to Government of Bombay Military Department / „ „ Marine Department	Bombay Mily.
„ of Madras, Military Department	Madras Mily.
Sergeant	Sergt.
Surgeon-General, Her Majesty's Forces	Hospitals Army.
„ Indian Medical Service	Hospitals Indian.
„ Bengal	Hospitals Bengal.
Superintendent, Harness and Saddlery Factory	Harness.
Surveyor-General of India	Surveys.

Prefix designations.

Prefix designations which may be used in combination with any of the above :—

Assistant	Asst.
Deputy	Dy.
Head	Hd.
Officiating	Offg.
Officer in charge of Office of	Office.

IV.—Miscellaneous Requisitions.

Requisitions for forms, &c.

2548. Army Forms, India Army Forms, Bengal, Madras and Bombay Forms, Books, &c., are to be obtained as follows :—

(*a*) Bengal Presidency—From Contractor for Printing Government of India Stock Forms, Calcutta.

(*b*) Madras Presidency—From Superintendent, Government Press, Fort St. George, and Lawrence Asylum Press.

(*c*) Bombay Presidency—From Superintendent, Education Society's Press. (The supply of clothing forms rendered to the military account department and the superintendent of army clothing indents are to be forwarded to controller of military accounts.)

Requisitions for forms, &c., supplied gratis, are to be sent in as follows :—

(*a*) Bengal Presidency—half-yearly in advance direct to the contractor.

(*b*) Madras Presidency—annually to the office of the pay examiner on 1st January for examination and transmission to the Asylum Press for compliance.

IV.—Miscellaneous Requisitions—*concld.* V.—Reports and Returns.

(*c*) Bombay Presidency—yearly in advance to the adjutant-general. Requisitions for forms issued on payment may be preferred direct on the Superintendent of Bombay Education Society's Press at any time, the sanction of the adjutant-general not being necessary for their supply.

2549. For the supply of veterinary books, &c., requisitions are to be forwarded to the inspecting veterinary surgeon of the circle. Supply of veterinary books.

V.—Reports and Returns.

Special Reports of Casualties.

2550. In the case of any extraordinary number of deaths or desertions, the course prescribed in para. 34, section XXI, "Queen's Regulations and Orders for the Army," is to be carried out by officers commanding European and native corps. Special report of deaths or desertions.

2551. In Bengal and Bombay, on the death of a British officer or warrant officer, the commanding officer of the station will send (by telegraph, if necessary) reports of the death to the under-mentioned authorities by the earliest opportunity after obtaining authentic information of the event, and taking care to note the actual day and place of decease, and to add a specification of the disease or other cause of the casualty:— Death report of officers (Bengal and Bombay).

Secretary to the government, military department, direct. Adjutant-general direct.*

Military secretary to the commander-in-chief in India, direct.† (Bengal only.)

General officer commanding the division or district, through the usual channel.

Head of the department, if the officer belonged to a department, direct.

Officer commanding the regiment, if the deceased was absent from his regiment, direct.

2552. In Madras, the deaths of all officers of the staff corps, European officers of the local service, officers of the royal (late India) engineers and royal (late Indian) artillery are to be reported, mentioning cause of death, direct, to the adjutant-general by commandants of corps officers commanding stations or heads of departments; and, as soon as practicable, a report is to be made to the secretary to government, military department, stating whether there are any and what relations of the deceased in India, whether any will is in existence, and whether there are any and what debts other than regimental; similar reports Death report of officers (Madras).

* Not necessary in the case of medical subordinate.
† Not necessary in the case of deceased warrant officers.

V.—Reports and Returns—*contd.*

of the deaths of all other officers of the British service will be made to the adjutant-general, and military secretary to the commander-in-chief.

Reports of deaths of officers of British service to home authorities (Madras and Bombay).

2553. In Madras and Bombay, the following rules are to be adhered to in reporting the deaths of officers of the British service serving in India :—

(*a*) The report of the death of an officer serving on the staff of the army in any presidency will be forwarded direct to the military secretary, Horse Guards, by the general or other officer commanding the division, brigade, or station in which the deceased officer was serving at the time.

(*b*) The death of a regimental officer will be reported direct to the military secretary, Horse Guards, by the commanding officer of the regiment or battery.

(*c*) The death of a staff medical officer will be reported by the surgeon-general of the presidency to the military secretary, Horse Guards, direct.

(*d*) This order has no reference to the reports of deaths of officers made for the information of the local authorities.

Deaths of non-commissioned officers and soldiers on detached employ.

2554. In Bengal, the deaths of non-commissioned officers and soldiers on detached employ are to be reported to all the authorities mentioned in paragraph 2551, excepting the military secretaries to government, Calcutta, and to the commander-in-chief. In Bombay, these reports are to be made to all the authorities mentioned in paragraph 2551. In Madras, the deaths of warrant officers, non-commissioned officers, and soldiers on the unattached list are to be reported as early as possible after their occurrence to the adjutant-general.

Deaths of pensioned warrant and non-commissioned officers and soldiers borne on unattached list.

2555. The deaths of all pensioned warrant and non-commissioned officers and soldiers, who were borne on the unattached list when admitted to pension, as also of all pensioners of the local service, are to be reported as they occur to the adjutant-general.

Reports of casualties of commissioned warrant and non-commissioned officers and soldiers on Bengal and Bombay unattached list occurring within Madras presidency.

2556. Casualties by deaths, &c., of commissioned, warrant, and non-commissioned officers, and soldiers on the unattached list of the Bengal and Bombay presidencies which may occur within the Madras presidency, are to be reported in accordance with the foregoing instructions.

Deaths of all except the commissioned ranks.

2557. The deaths of all except the commissioned ranks are to be reported to their next of kin, Army Form B. 118 being used in the case of British soldiers.

Reports of casualties in the medical subordi-

2558. In Madras, officers commanding corps, detachments, and stations, and medical officers in charge of hospitals or establishments,

whether civil or military, are required to report *direct* to the adjutant-general without delay *all* casualties in the medical subordinate department which may occur among individuals who may be under their orders or in hospital, in addition to the reports required by the regulations of the service to be made to other authorities. nate department (Madras presidency).

2559. In Bengal and Bombay, special reports of the deaths of native officers are not required, the notification of the death in the monthly return and promotion roll being sufficient. In Madras, the death of every native officer is to be at once reported to the adjutant-general. Deaths of native officers.

2560. All paymasters and others by whom annuities for meritorious service are paid will forward, to the adjutant-general, special reports of the deaths of non-commissioned officers in receipt of such annuities, the exact date of death being stated. In the case of the non-commissioned officer dying while serving with his corps, the commanding officer will be held responsible that his report is forwarded. Special reports on deaths of non-commissioned officers in receipt of annuities.

2561. If an annuitant omits to draw his annuity for a period exceeding six months, the paymaster or other officer by whom he is paid will make inquiry as to the cause of its not being drawn, and will report the result to the controller of military accounts, for submission, if necessary, to the commander-in-chief through the adjutant-general. Annuitant omitting to draw annuity for six months.

2562. On the death of a Chelsea out-pensioner, officers commanding stations will at once report the circumstance to the examiner, pay department, forwarding at the same time the parchment certificates and descriptive roll of the deceased. Casualties amongst pensioners of the local service will be dealt with as heretofore. Death of a Chelsea out-pensioner.

2563. Casualties among officers and men appointed to foreign orders are to be reported to the adjutant-general through the usual channel. Casualties in foreign orders.

2564. The periodical reports and returns specified in the subjoined tables are to be furnished by general officers commanding and officers commanding corps. Single copies only, except where otherwise stated, are required (para. 2493). Periodical reports and returns.

2565. Punctuality is to be observed in the transmission of periodical returns. Correct and full information is to be given under each of the several headings of the printed forms, which sufficiently indicate the manner in which they are to be prepared. All returns are to be prepared on foolscap-sized paper. Punctuality to be observed.

2566. Copies of, or extracts from, monthly returns are to be preserved from the date of corps or batteries landing in India, for the due preparation of the constitution return (India Army Form No. 77) required from regiments of British cavalry and infantry, and batteries of royal artillery, on quitting India. Copies of, or extracts from, monthly returns of British troops from date of landing in India to be preserved.

2567. The various returns required in connection with musketry, and with the ordnance, equipment, clothing, commissariat, pay and medical Musketry and departmental returns.

V.—Reports and Returns—*contd.*

departments, are not included in the following tables, as they are provided for in the musketry regulations and various departmental codes and regulations, nor are the purely regimental returns of the royal artillery included in these tables.

Duty of general officers as regards returns, &c.

2568. General officers are to check everything which has a tendency to multiply unnecessary correspondence or to increase clerical labor in regimental offices, such as the calling for returns and other documents which are not specified in the regulations, or for information not strictly necessary to the efficient exercise of command. When the submission of a periodical return is considered advisable, a full statement of the necessity, and a copy of the proposed form, will be forwarded to headquarters for the orders of the commander-in-chief before its introduction into the command.

Returns on active service.

2569. The officer commanding a body of troops on active service is to forward, direct to the adjutant-general, a weekly return, every Monday, of the force under his command, prepared on India Army Form No. 13, supplies of which will be made to him gratis by the adjutant-general.

Casualties in action and health reports.

The officer commanding will further forward every alternate Monday morning to the secretary to the government, military department, and to the adjutant-general, telegraphic report of the health of the troops under his command, on the form given in Appendix No. 23.

Despatches to be addressed to adjutant-general.

2570. When troops are in the field, all despatches describing actions, as distinct from progress reports or reports of movements, and which may bring to notice the conduct of officers or men, are to be addressed to the adjutant-general.

General and staff officers serving in the field to be reported on.

2571. Every general and staff officer serving in the field, whether of the general or departmental staff, is to be reported upon confidentially to the commander-in-chief by the officer in chief command on the 15th March of each year, *and when the force is broken up.*

The reports on officers of the British service are to be prepared on Army Form B 194, and those of the Indian service on India Army Form No. 48, and forwarded to the adjutant-general, army headquarters.

Report of casualties in action.

2572. Casualties in action are to be reported on Army Form B 103. Whenever an officer or soldier, British or native, is killed or wounded in action or in the performance of duty, a report is to be made by telegram to the adjutant-general's office. In case of wounds, it should be stated whether they are dangerous, severe, or slight; and in the case of non-commissioned officers or soldiers, the regimental number must be specified.

Report by surgeon-general with Bombay government of casualties among warrant officers, medical department, employed in civil department.

2573. In the Bombay presidency, the surgeon-general with the government of Bombay should send in a report to the adjutant-general, Poona, of all casualties which may occur among warrant officers of the medical department employed at the time of their decease in the civil department.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
[Returns marked with an asterisk (*) are to be forwarded direct; and all others through the usual channel.]			
A.—Bengal.			
2574. By General Officers Commanding Divisions and Districts.			
Yearly.			
Confidential report on staff officers, British and Indian service. This report is to include brigadier-generals commanding brigades, assistant and deputy assistant adjutant-generals, assistant and deputy assistant quartermaster-generals, deputy judge-advocates, brigade-majors, deputy assistant adjutant-generals for musketry, garrison instructors, aides-de-camp, station staff officers (1st, 2nd, and 3rd classes), fort adjutants, officers of the local service and staff corps commanding stations, officers commanding forts.	Adjutant-general .	15th March .	Army Form B 194 for officers of the British service, and India Army Form No. 48 for officers of the Indian service.
Confidential report on a sergeant-major, Bengal unattached list.	Ditto . . .	1st January .	India Army Form No. 11.
Report on forts . . .	Quartermaster-general.	1st April . .	Letter form.
Report on the discipline and management of military prisons.	Adjutant-general .	1st January .	On form supplied by the adjutant-general yearly.
Report on drill and instruction	Ditto . . .	15th April . .	Letter form.
Budget estimate of staff offices	Adjutant-general and quartermaster-general.	1st September .	Bengal Form No. 452.
Confidential report on the character, zeal, and ability of officers of the quartermaster-general's department.	Quartermaster-general.	20th December .	Letter form.
Confidential report on officers, British service.	Military secretary .	After inspection of regiment.	Army Form B 194.
Confidential report on officers, British service, serving as probationers with native regiments.	Adjutant-general .	Ditto . .	Army Form B 194.
Report on drill with dummy wagons and trucks.	Ditto . . .	1st November .	Letter form.
Inspection report of army signalling of corps.	Quartermaster-general.	*Vide* section IX, para. 1355.	India Army Form No. 62.
Half-yearly.			
Confidential report on the qualifications of unemployed officers.	Adjutant-general and military secretary.	1st April and 1st October.	India Army Form No. 48.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Half-yearly—contd.			
Certified extracts from the registers of births, marriages, and deaths (for all officers of Her Majesty's service, seconded and on half pay).	Adjutant-general .	1st January and 1st July.	Army Forms A42, 43, and 44.
Return of officers recommended to attend garrison course.	Ditto . . .	1st March and 15th June.	MS.
Nominal roll of officers for examination in (c) and (d).	Director of garrison instruction.	16th June and 1st October.	India Army Form No. 79.
Monthly.			
Nominal roll of general, staff, and unemployed officers.	Adjutant-general and quartermaster-general.	5th of month .	India Army Form No. 39.
Numerical return of courts-martial.	Adjutant-general .	15th of month .	Bengal Form No. 17.
575. By general officers commanding brigades, and officers commanding stations.			
Yearly.			
* Nominal roll of European invalids and pensioners formerly belonging to warrant and unattached list, or the late Honourable East India Company's service.	Adjutant-general (from the local staff officers).	1st January .	Bengal Form No. 412.
Annual sanitary report on cantonments.	Quarter master-general.	Before 15th January.	Bengal Form No. 69.
Roll of bazar sergeants . .	Ditto . . .	1st January .	Bengal Form No. 557.
Return of barrack buildings at stations.	Ditto . . .	1st April . .	Barrack Department Form 1.
Return of public buildings at stations showing date of construction, &c.	Ditto . . .	Ditto .	Barrack Department Form 2.
Report on sadr bazar . .	Ditto . . .	Ditto .	Bengal Form No. 385A.
Cantonment fund accounts with statement of lock hospital fines and sums disbursed as charity by medical officers.	Ditto . . .	Ditto .	Local. To be submitted through provincial accountant-general.
Standing barrack committee reports on military building requirements.	Ditto . . .	15th April at latest	Appendix VII, Bengal Barrack Regulations
Cantonment fund estimates .	Ditto . . .	1st July . .	Local Form.
Lock-hospital estimates . .	Ditto . . .	Ditto . .	Ditto.
Committee report on punkah-pulling requirements for ensuing hot season.	. . . . .	1st October . .	India Army Form No. 45.

Correspondence.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Yearly—contd.			
Statement showing approximate cost for taking up land for military purposes likely to be brought forward during coming year.	Quartermaster-general.	1st July . .	Letter form.
Station rates for hire of punkah-pullers and tattie bhisties and coolies during current season.	Ditto . . .	Commencement of punkah season.	Ditto.
Report of prize committees on soldiers' gardens.	Station staff officer' .	Once a year .	Appendix XXII, Bengal Barrack Regulations.
Half-yearly.			
Report on the qualifications of unemployed officers.	Assistant-adjutant-general of division, or deputy assistant-adjutant-general of district.	1st April and 1st October.	India Army Form No. 48.
Abkaree reports . . .	Adjutant-general.	1st week in January and July .	Bengal Form No. 456.
Quarterly.			
Executive engineer's report on military buildings under construction.	Quartermaster-general.	1st January, 1st April, 1st July, 1st October.	Department Public Works Form 98.
Monthly.			
Nominal roll of general, staff, and unemployed officers.	Assistant adjutant-general of division or deputy assistant adjutant-general of district.	1st of month .	India Army Form No. 39.
Return of prisoners undergoing sentence of one month's imprisonment (from stations with military prisons or station cells only).	Adjutant-general .	1st of month .	India Army Form No. 17.
Occasionally.			
* Reports of expected and actual arrival with probable length of halt of regiments and detachments at stations where the commander-in-chief may happen to be for the time being.	Quartermaster-general.	On occurrence .	Letter form.
Special reports during cholera or small-pox outbreaks.	Ditto . . .	Ditto . .	Ditto.
Report of any unusual increase of venereal disease among the troops.	Ditto . . .	Ditto . .	Ditto.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Occasionally—contd.			
Schedule of land taken up for extension of cantonments or rifle ranges.	Quartermaster-general.	On occurrence .	Letter form.
* Report of action taken on the appearance of infectious disease among troops proceeding to Bombay for embarkation.	At once by telegraph.	Ditto . .	Copy by post.
2576. By officers commanding regiments of British cavalry and infantry and batteries of royal artillery, company of royal engineers, and hill depots.			
Yearly.			
* Return of men on the unattached list.	Adjutant-general .	1st January .	Form supplied by the adjutant-general.
Statement showing available accommodation at hill depôts.	Quartermaster-general.	1st week in January.	Form supplied by quartermaster-general.
* Annual return (cavalry and infantry).	Adjutant-general, Horse Guards.	1st January .	Army Form B. 52.
* Boys received from royal military asylum (cavalry and infantry).	Ditto . . .	Ditto . .	Army Form B. 222.
* Boys received from royal Hibernian school (cavalry and infantry).	Ditto . . .	Ditto . .	Army Form B. 222.
* Report on military bandmasters (cavalry and infantry).	Ditto . . .	1st January .	Letter form.
Report of station committee on regimental libraries (in duplicate).	Local staff officer .	15th to 20th March	Indian Army Form No. 69.
* Report of the probable number of time-expired men, invalids, &c., who will be sent to England during ensuing season (cavalry and infantry).	Adjutant-general .	15th March . .	Manuscript Form.
Report on regimental bazar .	Quartermaster-general.	1st April . .	Bengal Form No. 335.
* Abstract return of horses (mounted corps only).	Examiner, commissariat accounts, Calcutta.	Ditto . .	Indian Army Form No. 40.
Return of swordsmanship (cavalry only—triplicate).	Inspector of gymnasia	1st May . .	Army Form No. O. 1715 (Bengal Form No. 455).

Correspondence.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Yearly—contd.			
Report on gun drill from officer commanding royal artillery.	Assistant adjutant-general of division or deputy assistant adjutant-general of district.	1st May . .	Letter form.
Report on remounts from mounted corps only—duplicate.	Adjutant-general and deputy adjutant-general, royal artillery.	Ditto . .	India Army Form No. 64.
Nominal roll of officers for the regimental depôt (cavalry and infantry).	Adjutant-general .	Ditto . .	India Army Form No. 41.
Return of probable number of time-expired men and their families for embarkation to England and the colonies during ensuing trooping season, also strength of regiments and batteries for embarkation.	Quartermaster-general.	1st July . .	Form supplied by quartermaster-general.
* Statement of malt liquor required for the ensuing year, beginning on 1st January in duplicate.	Executive commissariat officer.	15th October, or before marching in relief.	Commissariat Form 65.
Estimates for tattie-watering establishments for barracks and hospitals, &c., for ensuing hot season.	Quartermaster-general.	1st October .	Form supplied by quartermaster-general.
* Annual return of time-expired men and invalids sent to England during trooping season.	Adjutant-general and deputy adjutant-general, royal artillery.	At end of trooping season.	India Army Form No. 75.
Return of horses proposed to be cast.	Ditto . . .	When the casting committee has finished its proceedings at each station.	India Army Form No. 74.
Confidential report on officers, army pay department.	Military secretary.	1st March . .	Army Form C 306.
Return showing the number of days tatties and thermantidotes have been in use. (Barrack Regulations, section 7.)	Cantonment magistrate, or secretary, cantonment committee.	1st October. .	Bengal Form No. 439.
Half-yearly.			
Numerical return of soldiers instructed in electric telegraphy.	Quartermaster-general.	1st January and 1st July.	India Army Form No. 63.
Register of births, marriages, and deaths.	Adjutant-general .	Ditto .	Army Forms A 42, A 43, A. 44.
Magazine reports . . .	Ditto .	1st April and 1st October.	India Army Form No. 42.

NOTE.—Battery returns to be sent through officers commanding royal artillery in divisions or districts.

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V.

Correspondence.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Quarterly.			
* Non-commissioned officers and men eligible for good conduct-medals.	Adjutant-general, horse guards, and deputy adjutant-general, royal artillery, horse guards.	1st Jan., 1st April, 1st July, and 1st October.	Army Form B 176.
Return of men recommended for restoration of forfeited service (cavalry and infantry).	Adjutant-general, horse guards.	Ditto . .	Army Form B 219.
* Nominal return of fraudulently enlisted men and of irregularly enlisted men discovered in the corps during the preceding quarter (cavalry and infantry).	Ditto .	Ditto . .	Army Form B 90.
List of officers struck off the Indian establishment (cavalry and infantry).	Adjutant-general .	Ditto . .	India Army Form No. 6.
Return of gymnastic instructors and apparatus.	Inspector of gymnasia.	Ditto . .	India Army Form No. 14.
Return of gymnastic classes .	Ditto .	Ditto . .	India Army Form No. 23.
Fencing and gymnastic report .	Ditto .	Ditto . .	India Army Form Nos. 50-51 and 3.
* Adjutants' muster-roll (cavalry and infantry).	Secretary of state for war, war office, London.	Ditto . .	Army Form 1497 N.
* Return of school fees . .	Examiner, pay department, Calcutta.	Last day of each quarter.	Army Form O 1758. Bengal Form No. 389.
Abstract of canteen accounts.	Adjutant-general .	1st day of each quarter.	India Army Form No. 33.
Monthly.			
* Return of royal engineer officers serving in India (royal engineer only).	Adjutant-general .	1st of month .	Manuscript.
Return of courts-martial [note (*a*)].	Local staff officer .	Ditto . .	Army Form B 117.
Return of prisoners exceeding one month [note (*b*)].	Adjutant-general and local staff officer.	Ditto . .	India Army Form No. 17.
* Monthly state (officers commanding hill depôts only).	Ditto . .	Ditto . .	Bengal Form No. 695.
Canteen accounts . . .	Assistant adjutant-general of division or deputy assistant adjutant-general of district.	Ditto . .	India Army Form No. 32.
* Actual state of horses (mounted corps only).	Director of army remount operations.	Ditto . .	India Army Form No. 58.
* Nominal list of officers (cavalry and infantry).	Military secretary .	Ditto . .	Bengal Form No. 426.
* School report	Superintendent, British army schools, Simla.	Ditto . .	Army Form C 321 Bengal Form 366
* Supplement to above and report on special classes.	Ditto .	Ditto . .	Bengal Form No. 431.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Monthly—contd.			
* Monthly return (royal engineers, cavalry and infantry only), (note *c*).	Adjutant-general .	1st of month .	Army Form B 105.
Monthly disposition return, royal artillery.	Quartermaster-general.	1st or not later than 4th of month.	Bengal Form No. 438.
Ditto, cavalry . .	Ditto . .	Ditto . .	Bengal Form No. 438*a*.
Ditto, infantry and royal engineers.	Ditto . .	Ditto . .	Bengal Form No. 438*b*.
* Monthly return (cavalry and infantry).	Adjutant-general, horse guards.	1st mail in month	Army Form B. 105.
* State of service troops or companies (cavalry and infantry).	Officer commanding the depôt.	Ditto . .	Army Form B. 170.
Returns of deaths, effects and credits (India army circulars, clause 87 of 1881).	War office . . .	Last day of each month.	Army Form B. 273.
NOTE.—Battery reports to be sent through officers commanding royal artillery in divisions or districts.			
Weekly.			
Duty state	Brigade-major or station staff officer.	Once a week .	Bengal Form No. 408 D and H.
Sanitary report . . .	Cantonment magistrate or station staff officer.	Every Monday .	Bengal Form No. 430.
2577. Periodical requisitions (bills on the commissariat department are excluded) of British troops.			
Yearly.			
* Requisition for the supply of Bibles and prayer books (quadruplicate)—if the indent is blank, one form will suffice, but the column exhibiting the number in store is to be filled in.	Adjutant-general .	1st January .	India Army Form No. 12.
Requisition for garden seeds .	Superintendent, government botanical gardens, Saharunpur or Calcutta.	20th February .	Bengal Form No. 374.
2578. Officers commanding regiments of native cavalry and infantry, including sappers and miners.			
Yearly.			
* Nominal roll of men on unattached list.	Adjutant-general .	1st January .	Form supplied by adjutant-general.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Yearly—contd.			
Report on the regimental bazar.	Quartermaster-general.	1st April . .	Bengal Form No. 385.
* Nominal roll of two native officers recommended for order of British India.	Adjutant-general .	1st May . .	Bengal Form No. 433.
Inspection return . . .	Adjutant-general .	On inspection .	India Army Forms Nos. 38, 38*a*.
* Roll of country-bred remounts purchased during the official year (cavalry only).	General superintendent, horse-breeding operations.	Not later than 30th April.	Appendix No. 2.
Half-yearly.			
Magazine reports . . .	Adjutant-general .	1st April and 1st October.	India Army Form No. 42.
Monthly.			
Monthly return . . .	Adjutant-general .	1st of month .	Bengal Form No. 436.
Monthly return showing the actual strength (officers commanding corps, Punjab frontier force, Hyderabad contingent, and local corps only).	Ditto . .	Ditto . .	Bengal Form No. 707.
* Court-martial return, or letter in lieu when no trials have taken place.	Deputy judge advocates of circles.	Ditto . .	Bengal Form No. 437.
Disposition return, native cavalry.	Quartermaster-general.	1st or not later than 4th of month.	Bengal Form No. 438 C.
Ditto ditto, native infantry and sappers and miners.	Ditto . . .	Ditto . .	Bengal Form No. 438 D.
Weekly.			
Duty state	Brigade-major or station staff officer.	Once a week .	Bengal Forms Nos. 408 F and G.
Sanitary report . . .	Cantonment magistrate or station staff officer.	Every Monday .	Bengal Form No. 430.
2579. Periodical requisitions (bills on the commissariat department are excluded), native troops.			
* Requisition for horse medicines	Principal veterinary surgeon, Simla.	1st February .	Bengal Form No. 457.

NOTES.

(*a* The foot-note in the British returns relating to the fines for drunkenness should show the number of fines and the amount which were inflicted by the commanding officer only.

V.—Reports and Returns—*contd.*

(*b*) These returns are to be forwarded collectively to headquarters by general officers in local command, blank returns being excluded. When a prisoner's health is reported to be other than good, it should be stated in the column of remarks what steps have been taken in the case.

(*c*) Before preparing the monthly return, commanding officers will obtain from separate wings, detachments, and parties at hill depôts, a "Present State" dated the 1st of each month, showing the number fit for duty and the number in hospital, in view to the same being entered in the first page of the return under the headings "On Command" and "Sick." This information is to be given by telegram.

These states are not required from parties of invalids, &c., moving *en route* to England, or of drafts on the way to join.

The entries in the "Distribution" state on the 4th page should correspond with those in the 1st, the number fit for duty being entered in the column "Present" opposite the lines showing the location of the several parties.

The "Number of duty-men," &c., and the "Detail of guards" on the 4th page, should show those of detachments not convalescents, the information being obtained in the monthly present state.

Attention is also drawn to the following general orders on the subject of the preparation of the monthly return:—

Horse Guards G. O. 104 of 1872.
" " 19 of 1873.
" " 73 of 1873.
G. O. Queen's troops, dated 3rd August 1859.
G. O. 214 of 1869.
Horse Guards G. O. 37 of 1885.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
[Returns marked with an asterisk (*) are to be forwarded direct; and all others through the usual channel.]			
B. Madras.			
2580.—By general officers commanding divisions and districts, &c.			
Triennially.			
Return of public military buildings.	Quartermaster-general.	1st January .	Public Works Form M 95.
Yearly.			
Confidential report on officers of the British service employed on the staff (triplicate).	Adjutant-general .	As soon after 1st January as possible.	Army Form B 194.
Confidential report on officers of the staff corps and local army employed on the staff.	Ditto . . .	Ditto . .	India Army Form No. 48.
Confidential report on administrative medical officers (British) triplicate.	Ditto . . .	1st April . .	Army Form C 337.
Confidential report on executive medical officers, British (triplicate).	Ditto . . .	Ditto . .	Army Form C 339.
Confidential report on administrative medical officers, India (triplicate).	Ditto . . .	Ditto . .	Army Form C 337.
Confidential reports on executive medical officers, Indian.	Ditto . . .	After annual inspection.	India Army Form No. 49.
Confidential reports on veterinary surgeons (triplicate).	Ditto . . .	Ditto . .	Army Form C 397.
Confidential reports on officers of the army specially appointed as commandants or paid adjutants of volunteer corps.	Ditto . . .	Ditto . .	Army Form B 194 for officers of British service. India Army Form No. 48 for officers of Indian service.
Confidential reports on regimental officers of the staff corps and local army.	Ditto . . .	Ditto . .	India Army Form No. 48.
Confidential reports on regimental officers of British regiments (triplicate).	Military secretary .	Ditto . .	Army Form B 194.
Confidential reports on officers of the royal engineers employed with the sappers and miners (quadruplicate).	3 copies to military secretary, 1 copy to adjutant-general.	Ditto . .	Ditto.
Confidential reports on officers of the army, pay department (duplicate).	Military secretary.	1st March . .	Army Form C 306.
Inspection returns of confidential reports of British cavalry (triplicate).	Adjutant-general .	After annual inspection.	Army Form B 107.

Correspondence.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Yearly—contd.			
Inspection returns of confidential reports of royal artillery (triplicate).	Adjutant-general	After annual inspection.	Army Form B 89. R. A. station commands. Army Form B 224, horse, field, mountain, and heavy battery, Army Form B 240 (garrison artillery).
Inspection returns of confidential reports on British infantry (triplicate).	Ditto	Ditto	Army Form B 169.
Confidential reports on native cavalry (duplicate).	Ditto	Ditto	India Army Form No. 38.
Confidential reports on native infantry (duplicate).	Ditto	Ditto	India Army Form No. 38 A.
Confidential reports on sappers and miners (duplicate).	Ditto	Ditto	M. M. F. 408.
Inspection report on volunteer corps.	Ditto	Ditto	M. M. F. 409 A.
Confidential reports on convalescent depôts.	Ditto	Ditto	Letter form.
Inspection return, native cavalry (duplicate).	Ditto	With annual inspection report.	M. M. F. 499.
Inspection return of sappers and miners (duplicate).	Ditto	Ditto	M. M. F. 500.
Inspection return, native infantry (duplicate).	Ditto	Ditto	M. M. F 501.
Register of courts-martial, native regiments (duplicate).	Ditto	Ditto	India Army Form No. 10.
Confidential reports on subadars.	Ditto	Ditto	M. M. Form 411.
Confidential reports on jemadars.	Ditto	Ditto	M. M. Form 412.
Statement of the debts and assets of the mess and band.	Ditto	Ditto	India Army Form No. 9.
Reports on drill with dummy wagons and trucks.	Ditto	1st November	Letter form.
Return of Bibles, &c., attached to hospitals.	Ditto	1st January	M. M. Form 662.
Budget return of divisional and brigade staff.	*a* Adjutant-general and *b* Quartermaster-general.	*a* 15th October *b* 15th September	*a* M. M. Form 721 A. M. M. Form 721 B. *b* In form furnished by controller, military accounts.
Proceedings of committee of survey and library books.	Adjutant-general	1st April	India Army Form No. 69.

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Correspondence.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Yearly—contd.			
Estimate for providing gymnastic stores and apparatus.	Quartermaster-general.	30th June . .	In form forwarded with quartermaster-general's circular No. 3646 of 10th June 1875.
List of public works requirements for budget.	Ditto . . .	1st July . .	In form referred to in para. 1368, Madras Public Works Code.
Consolidated accounts of cantonment funds.	Do. through provincial accountant-general.	Soon after 1st July.	M. M. Form 729.
Register of houses in cantonments.	Quartermaster-general.	1st January .	M. M. Form 725.
Proceedings of committee on punkah-pulling requirements.	Ditto . . .	1st May . .	India Army Form No. 45.
Numerical return of invalids, time-expired men, &c., requiring passage to England.	Ditto . . .	31st May . .	Form given in quartermaster-general's circulars Nos. 1569A and 1856A of 8th May and 8th June 1885.
Return of 2nd class warrant officers and their families returning to England.	Ditto . . .	Ditto . .	M. M. Form 728.
Inspection report of army signalling of corps.	One copy to quartermaster-general, one copy to commandant, sappers and miners.	. . . .	India Army Form No. 62.
Report on forts . . .	Quartermaster-general.	1st April . . .	Letter form.
Report on railways . . .	Ditto . . .	1st January .	Form given in quartermaster-general's circular No. 321 of 2nd April 1881.
Statement of gymnastic apparatus.	Ditto . . .	1st January .	Form given in quartermaster-general's circular No. 342 of 15th January 1881.
Estimate of Europe and country articles of stationery.	Ditto . . .	1st April . .	Form given in quartermaster-general's circular No. 4164 of 7th June 1883.
Report of soldiers' gardens .	Ditto . . .	Ditto . .	*Vide* Barrack Regulations.

Correspondence.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Yearly—contd.			
Report on general intelligence work.	Quartermaster-general.	1st June . .	Letter form.
Statement of soldiers' boxes likely to become unserviceable during the ensuing year.	Ditto . . .	Ditto . .	Ditto.
List of new works, &c., carried out during the year.	Ditto . . .	1st July . .	. . . .
Estimate of cost of watering-houses.	Ditto . . .	1st August . .	No specific form.
Annual nominal roll of ignominy men, &c., for passage to England during trooping season.	Ditto . . .	1st week in August.	Form given in quartermaster-general's circular No. 6888, dated 28th September 1880.
Prisoners likely to require passage to England in trooping season.	Ditto . . .	Ditto . .	Ditto.
Statement of pay and allowances of the various grades of the barrack department.	Ditto . . .	1st September .	Form published in quartermaster-general's circular No. 521, dated 19th January 1872.
Budget estimate of cantonment funds.	Quartermaster-general.	1st September and 1st* October.	In Form H published in G. O. No. 1754, dated 16th March 1880.
Report on cantonments . .	Ditto . . .	1st November .	Part III, Form No. 14.
Inspection report of barracks, part I, with list of misappropriated buildings.	Ditto . . .	Ditto . .	M. M. No. 12 and quartermaster-general's circular No. 4547, dated 3rd July 1883.
Inspection report of the barrack department, part II.	Ditto . . .	Ditto . .	M. M. Form No. 13.
Half-yearly.			
Confidential report on unemployed officers.	Adjutant-general .	1st January and 1st July.	India Army Form No. 48.
Register of births— For all officers of Her Majesty's service seconded and on half pay; probationers for staff corps and their families.	Ditto . . .	Ditto . .	Army Form No. A 42.

* Only from British Burma Division, Eastern District and Bangalore Division.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Half-yearly—contd.			
Register of marriages— For all officers of Her Majesty's service seconded and on half pay; probationers for staff corps and their families.	Adjutant-general .	1st January and 1st July.	Army Form No. A43.
Register of deaths— Ditto ditto . . .	Ditto . . .	Ditto . .	Army Form No. A44.
Return of transport in divisions and districts.	Quartermaster-general.	1st January .	In form forwarded with quartermaster-general's circular No. 1072C., dated 1st October 1884.
Return of conservancy accounts.	Ditto . . .	1st April and 1st October.	M. M. Form No. 730.
Quarterly.			
Statement of new lines of communication.	Ditto . . .	1st January, 1st April, 1st July, and 1st October.	Letter form.
Report on guides . . .	Ditto . . .	Ditto . .	Letter form.
Inspection report on rest-camps	Ditto . . .	1st January, 1st April, and 1st October.	Letter form.
Monthly.			
Return of prisoners undergoing sentences of one month's imprisonment and upwards from divisions and districts in which military prisons or garrison provost prisons are situated.	Adjutant-general .	1st of month .	India Army Form No. 17.
Return of general staff officers and officers doing general duty.	One copy to adjutant-general and one copy to quarter-master-general.	Ditto . .	India Army Form No. 39.
Return of arrivals and departures.	Adjutant-general .	Ditto . .	M. M. Form No. 652.
Return of officers in British service who have embarked from Madras from Eastern district only.	Ditto . . .	Ditto . .	M. M. Form No. 663.
Monthly statement* of minor works grant.	Quartermaster-general.	1st of each month	No specific form.
Variation return of time-expired men, &c., and warrant officers, and other families requiring passage by troopship.	Ditto . . .	1st January, 1st February, 1st March, 1st April, and from 1st June to December.	Form given in quartermaster-general's circulars Nos. 1569a and 1856a of 8th May and 8th June 1885.

* Only from Eastern District, Bangalore Division, Ceded District and Western District.

Correspondence.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
581. By officers commanding regiments of British cavalry and infantry, batteries of royal artillery, company of royal engineers, and sappers and miners.			
Yearly.			
* Annual return . . .	Adjutant-general, horse guards.	1st January .	Army Form B 52.
* Return of soldiers received from royal military asylum or the royal Hibernian school.	Ditto . . .	Ditto . .	Army Form B 222.
* Report on the bandmasters for cavalry and infantry only.	Ditto . . .	Ditto . .	Letter form.
Report of instructions in gunnery by officers commanding royal artillery at stations.	Assistant adjutant-general of division, and deputy assistant adjutant-general of districts.	1st May . .	Letter form.
Return of time-expired men and invalids sent home.	Adjutant-general .	At end of trooping season.	India Army Form No. 75.
Report of time-expired men and invalids likely to be sent home.	Ditto . . .	Not later than 10th of April.	Form laid down in Madras G. O. No. 26 of 1883.
* Report on malt liquor . .	Ditto . . .	1st January .	Letter form.
* Return of married and unmarried soldiers.	Ditto . . .	1st May . .	M. M. F. 671.
Nominal return of officers, warrant and non-commissioned officers of royal artillery and infantry, who having completed 8 years' continuous foreign service, &c., are desirous of serving at home (duplicate).	Ditto . . .	1st June . .	Madras G. O. No. 18 of 1883.
Requisitions for Bibles, prayer books, &c.	Ditto . . .	1st January .	India Army Form No. 12.
Return of horses considered unfit.	Ditto . . .	After the assembly of casting committees, section 9, Madras Army Regulations.	India Army Form No. 74.
Reports on merits and defects of remounts (in duplicate).	Ditto . . .	1st April . .	India Army Form No. 64.
Return of horses required for batteries of royal artillery.	Director, army remount operations in India, and superintendent, reserve depôt, Hosur.	After the assembly of annual casting committee.	India Army Form No. 73.
* Estimates of probable number of horses to be cast in the following year (in duplicate).	Ditto . . .	1st October .	Letter form.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Yearly—contd.			
* Supplementary estimates of probable number of horses to be cast in the following year (in duplicate).	Director, army remount operations in India, and superintendent, reserve depôt, Hosur.	1st April . .	Letter form.
Nominal roll of officers for regimental depôts, regiments only.	Adjutant-general .	1st May.	India Army Form No. 41.
Return of swordmanship (triplicate), cavalry only	Inspector of gymnasia in India.	1st May . .	Army Form O 1715.
Report and accounts on regimental gardens	Local staff officer .	1st April . .	*Vide* Barrack Regulations.
Return of Bibles in use . .	Adjutant-general, through division.	1st January .	M. M. F. 661.
Proceedings of committee of survey on library books (in triplicate).	Local staff officer .	March . .	India Army Form No. 69.
Half-yearly.			
Register of births . . .	Adjutant-general .	1st January and 1st July.	Army Form A 42.
Do. of marriages . .	Ditto . . .	Ditto . .	Ditto A 43.
Do. of deaths . .	Ditto . . .	Ditto . .	Ditto A 44.
Magazine report . . .	Ditto . . .	1st April and 1st October.	India Army Form No. 42.
* Report on progress made in fencing, cavalry only.	Adjutant-general, horse guards.	1st January and 1st July.	Army Form B 157.
Numerical roll of soldiers instructed in electric telegraphy.	Quartermaster-general.	Ditto . .	India Army Form No. 63.
Return of barrack appurtenances and drill apparatus.	Barrack-master .	1st April and 1st October.	M. M. F. 667.
Quarterly.			
Report on the progress made in gymnastic instruction (cavalry and infantry only).	Inspector of gymnasia.	1st of each quarter.	India Army Form No. 3.
List of apparatus and stores .	Ditto . . .	Ditto . .	Ditto No. 14.
Class report	Ditto . . .	Ditto . .	Ditto No. 23.
Report of gymnasium . .	Ditto . . .	Ditto . .	Ditto No. 50.
Feneing report . . .	Ditto . . .	Ditto . .	Ditto No. 51.
Abstract of canteen accounts .	Adjutant-general .	Ditto . .	India Army Form No. 33.
Report of despatch of gymnastic return to inspector of gymnasia in India.	Ditto . . .	Ditto . .	Letter form.
List of officers struck off the India establishment (cavalry and infantry only).	Ditto . . .	1st January, 1st April, 1st July, and 1st October.	India Army Form No. 6.
Return of men recommended for restoration of forfeited service (cavalry and infantry).	Adjutant-general, horse guards.	Ditto . .	Army Form B 219.

Correspondence.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Quarterly—contd.			
* Adjutants' muster rolls (cavalry and infantry).	Secretary of state for war.	1st of each quarter.	Army Form 1497.
Return of men recommended for good-conduct medal.	Adjutant-general, horse guards.	Ditto . .	Army Form B 176.
Nominal return of fraudulently-enlisted men and of irregularly-enlisted men discovered in the corps during the preceding quarter (cavalry and infantry).	Ditto . .	Ditto . .	Army Form B 90.
Monthly.			
Return of prisoners in regimental provost prisons undergoing sentences of one month's imprisonment and upwards [note (e)].	Adjutant-general .	1st of month .	India Army Form No. 17.
Canteen returns . . .	Assistant adjutant-general of divisions or deputy assistant adjutant-general of districts.	Ditto . .	India Army Form Nos. 30 to 35.
Court-martial return . .	Ditto . .	Ditto . .	Army Form B 117.
* Monthly return [see note (e) M. A. Regns.].	Adjutant-general, horse guards.	1st Mail in month	Army Form B 105.
* Monthly return . . .	Adjutant-general .	1st of month	Cavalry and infantry, A. F. B. 105. Royal engineers, A. F. B. 150. Officers of R. E., duplicate, M. M. F. 524, Form E. Batteries of R.A., M. M. F. 525. Heavy field battery, M. M. F. 527. European Veterans, M.M. F. 528. Officers of R. E., duplicate, M.M. F. 579, Form D. Depôt Poonamallee, M. M. F. 526. Depôt Wellington, M. M. F. 531.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Monthly—contd.			
* Monthly return . . .	Quartermaster-general.	1st of month .	Batteries R. A., M. M. F. 525. Cavalry, M. M. F. 542. Infantry, M. M. F. 543. European veterans, M. M. F. 544.
Return showing the actual state in horses.	1 copy to adjutant-general, 1 copy to the director of army remount operations in India.	Ditto . .	India Army Form No. 58.
Monthly return from depôts, British troops.	Divisional and brigade staff.	Ditto . .	M. M. F. 553.
Return of arrivals and departures of officers.	Division or district officer, adjutant-general's department.	Ditto . .	M. M. F. 652.
* State of service troops and companies.	Officer commanding regimental depôt.	Ditto . .	Army Form B 170.
Returns of debts, effects, and credits.	War office . .	Last day of each month.	Army Form B 273.
Weekly.			
Distribution on duty state.			
2582. Miscellaneous.			
Return showing changes in the constitution of the regiment during service in India.	Officer commanding at port of embarkation for transmission to adjutant-general.	Prior to embarkation to Europe.	India Army Form No. 77.
Indent for blank forms . .	Pay examiner . .	1st January .	Army Form I. 1360.
Indent for garden seeds . .	Honorary secretary, agri.-horticultural society, Madras, *vide* S. G. O. 123 of 18th December 1885.	1st December .	M. M. F. 695.
2583. By officers commanding regiments of native cavalry, infantry, and sappers and miners.			
Yearly.			
Return of horses considered unfit.	Adjutant-general .	After assembly of casting committees.	India Army Form No. 74.
Report on merits and defects of remounts (in duplicate).	Ditto . . .	1st April . .	India Army Form No. 64.

Correspondence.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Yearly—contd.			
* Estimate of probable number of horses to be cast in following year (in duplicate).	Superintendent of reserve remount depôt, and director of army remount operations in India.	1st October .	Letter form.
* *Supplementary ditto* . .	Ditto . . .	1st April . .	Do.
Return of sick and lame horses	Inspecting officer .	After annual inspection.	M. M. F. 650.
Return of Bibles, &c. . .	Adjutant-general, through division.	1st January .	M. M. F. 661.
Descriptive roll of native officers recommended for the order of British India.	Adjutant-general .	1st May . .	M. M. F. 630.
Return of men recommended for transfer to the unattached list.	Ditto . . .	1st January .	M. M. F. 675.
Half-yearly.			
Return of barrack appurtenances and drill apparatus.	Barrack-master .	1st April and 1st October.	M. M. F. 667.
Magazine reports . . .	Adjutant-general .	Ditto . .	India Army Form No. 43.
Monthly.			
* Monthly return	Adjutant-general .	1st of month .	Body Guard, M.M.F. 529 Cavalry ,, 530 Sappers ,, 532 Infantry ,, 533 Details ,, 534 Depôts ,, 535
* Monthly return . . .	Quartermaster-general.	Ditto . .	Cavalry ,, 546 Sappers ,, 547 Infantry ,, 548
Return of arrivals and departures of officers.	Division or district officer, adjutant-general's department.	Ditto . .	M. M. F. 652
Return of recruiting parties .	Adjutant-general .	Ditto . .	M. M. F. 633.
Weekly.			
Distribution on duty state .	Division or district officer, adjutant-general's department.	Saturday . .	M. M. F. 436.

NOTES.

(*a*) Full instructions for the preparation of this return are given in Horse Guards General Order No. 26 of 1868 as modified by General Order No. 336 of 1868.

(*b*) The following points are to be attended to in the preparation of this return: I. "Present under arms" will include all officers and men on the inspection parade, whether in the ranks or not, recruits at drill, regimental orderlies, &c. II. "On detachment" will include officers and men at convalescent depôts. III. "Staff employ" comprises probationers for the staff corps and the unattached list. IV. "Command" includes invalids, time-expired

V.—Reports and Returns—*contd.*

men, men for discharge, recruits, and volunteers *en route* to join, and all officers doing duty with such detachments. V. "Absent" is only to comprise those who are absent, with or without leave. VI. "Prisoners" includes those present and absent, but not men undergoing penal servitude. VII. "Total effectives" and "Establishment" refer only to service troops or companies. VIII. Soldiers undergoing penal servitude, or who are on the unattached list, or who belong to the corps of armorers, schoolmasters, and others for whom a special place is assigned in the monthly return, are not to be shown in the inspection returns. IX. Men joined from England or sent to England are to be entered accordingly.

(*c*) Before preparing the return, commanding officers will obtain from separate wings, detachments, and parties at convalescent depôts a present state, dated the 1st of each month, showing the number fit for duty and the number in hospital, in view to the same being entered in the first page of the return under the headings "On command" and "Sick"; should detachments be so situated as to involve much delay in the receipt of the necessary statement, the commanding officer may require the information to be given in a telegram. The entries in the "Distribution" state on the fourth page should correspond with those on the first, the number fit for duty being entered in the column "Present" opposite the lines showing the location of the several parties. The "No. of duty, men, &c.," and the detail of guards on the fourth page, should show those of detachments, not convalescents, the information being obtained in the monthly "Present state." Attention is also drawn to the following general orders which are frequently lost sight of in preparing the monthly return :—

Horse Guards G. O. No. 104 of 1872. Horse Guards G. O. No. 19 of 1873.
G. O. Queen's troops, dated 3rd August 1859. H. G. G. O. No. 37 of 1885.

(*d*) The footnote relating to fines for drunkenness should show the number of fines and amounts which were inflicted by the commanding officer only.

(*e*) These returns are to be forwarded collectively to headquarters by general officers in local command, blank returns being excluded. When a prisoner's health is reported to be other than good, it should be stated in the column of remarks what steps have been taken in the case. The number of cells should be inserted at the foot of the return.

Correspondence.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
[Returns preceded by an asterisk (*) are to be forwarded *direct*, and all others through the usual channel; those marked ¶ should be despatched so as to reach their destinations on the several dates specified.]			
C. Bombay.			
2584. By general officers commanding divisions and districts.			
Yearly.			
Returns of guards and escorts, British and native troops, note (*a*).	Adjutant-general .	1st April . .	Bombay Forms 172 and 173.
¶ Return of officers desirous of travelling in Cashmere.	Ditto . . .	15th February .	India Army Form No. 65.
Confidential report on all officers of the British and Indian services employed on the army staff, and staff of depôts and sanitaria and the fortress of Asirgarh, and those employed on extra regimental duty (in *triplicate* for officers of the British service and original for officers of the Indian service).	Ditto . . .	As soon as possible after 1st January.	Army Form B 194 for British officers and India Army Form No. 48 for Indian officers.
Confidential report, in original, on officers of the British service employed on the army staff.	Ditto . . .	Ditto . .	India Army Form No. 48.
Confidential report (*triplicate*) on officers serving with British regiments, whether present or absent with leave (not being employed on the army staff, nor seconded, nor attached to home depôts).	Military secretary .	After annual inspection.	Ditto.
Confidential report on staff corps probationers serving with native regiments (*triplicate*).	Adjutant-general .	Ditto . .	Ditto.
Confidential report on officers serving with native regiments, not being staff corps probationers (*in original*).	Ditto . . .	Ditto . .	Ditto.
Confidential report on officers of the staff corps or Indian army on general duty or unemployed.	Ditto . . .	1st April and 1st October.	Ditto.
Confidential report (part I). on British regiments (*triplicate*).	Ditto . . .	After annual inspection.	Cavalry, Army Form B 107; Infantry, Army Form B 169.
Confidential report on convalescent depôts.	Ditto . . .	Ditto . .	B. F. 277.
Confidential report on administrative and executive medical officers (*duplicate*).	Ditto . . .	Ditto . .	Army Form C 337; Army Form C 339.
Confidential report on officers of the army veterinary department (*in duplicate*).	Ditto . . .	As soon as possible after 1st January.	Army Form C 397.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Yearly—contd.			
Confidential report on officers of the Indian medical department (*in original*).	Adjutant-general .	As soon as possible after 1st January.	Bombay Forms 335 and 336.
Confidential report (part I) on native regiments (*duplicate*).	Ditto . . .	After annual inspection.	India Army Forms Nos. 38 and 38A; and Bombay Forms 284 and 285.
Estimate, cantonment fund .	Quartermaster-general.	8th September .	Bombay Forms 216 and 217.
Return of new buildings taken into occupation and dismantled.	Ditto . . .	1st January.	Bombay Form 220.
Report on forts . . .	Ditto . . .	1st April.	
Return showing the increase and decrease in the British army.	Adjutant-general .	As soon after the 1st April as practicable.	
Confidential report on a sergeant-major, Bombay unattached list.	Ditto . . .	1st January .	Bombay Form 351.
Cantonment fund accounts .	Quartermaster-general.	1st April . .	Bombay Form 226.
Half-yearly.			
¶ List of officers for garrison instruction.	Adjutant-general .	1st May and 15th September.	
Nominal roll of officers for examination in (*c*) and (*d*).	Ditto . . .	15th January and 1st September.	India Army Form No. 79.
Return of soldiers instructed in electric telegraphy.	Ditto . . .	1st January and 1st July.	India Army Form No. 63.
Certified extract from the registers of births, marriages, and deaths (for all officers of Her Majesty's service seconded and on half-pay).	Ditto . . .	Ditto . .	Army Form A 42, 43, 44.
Quarterly.			
List of officers of the British service who have been struck off the Indian establishment during past quarter.[1]	Adjutant-general .	1st of each quarter.	India Army Form No. 6.
Monthly.			
Return of staff and general duty officers serving in divisions.	Quartermaster-general.	1st of month .	Bombay Form 307.
Nominal roll of general staff and unemployed officers.	Adjutant-general .	Ditto . .	India Army Form 39.

[1] Officers proceeded on leave, or to do duty with the depôt, are not to be included.

Correspondence.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Monthly—contd.			
Return of draftsmen and guides.[1]	Quartermaster-general.	1st of month .	Bombay Form 215.
Report of progress of military works under construction (*prepared by executive engineers*).	Ditto . . .	Ditto . .	Bombay Form 232.
Weekly.			
Arrival and departure report of officers.[2]	Adjutant-general .	On Monday .	Bombay Form 138.
2585. By general officers commanding brigades and officers commanding stations.			
Yearly.			
Lock-hospital reports . .	Quartermaster-general.	1st January .	Bombay Form 234.
Return of probable number of troops with their families requiring passage to England during trooping season.	Ditto . . .	Commencement of trooping season.	Bombay Form 235.
Nominal roll of men and families requiring passage to the colonies.	Ditto . . .	1st November .	Bombay Form 236.
Committee proceedings on school books and materials.	Superintendent, army schools.	15th July . .	Mily. Acct. Form 510.
Monthly.			
Return of prisoners undergoing sentences of over one month's imprisonment [*from stations with military prisons or station cells only*, note (*g*)].	Adjutant-general .	1st of month .	India Army Form No. 17.
Return of prisoners for transfer to a military prison.	Ditto . . .	1st of each month.	Bombay Form 132.
Nominal roll of general staff and unemployed officers.	Assistant adjutant-general of division, or brigade-major of district.	Ditt . .	India Army Form No. 39.

[1] Furnished departmentally by divisional officers of the quartermaster-general's department.

[2] Furnished by the general officers commanding *Bombay* and *Sind* districts, and *Aden* brigade.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
2586. By officers commanding regiments of British cavalry and infantry, batteries of royal artillery, and company of royal engineers.			
Yearly.			
* Annual return[1] . . .	Adjutant-general, horse guards.	1st January .	Army Form B 52.
* Return of soldiers received from the royal military asylum or the royal Hibernian military school.[1]	Ditto . . .	Ditto . .	Army Form B 222.
* Report on the bandmaster[1] .	Ditto . . .	Ditto . .	By letter.
* Nominal return of men becoming eligible for good-conduct medals during ensuing financial year.[1]	Ditto . . .	1st April.	
* Return of certificates of education in possession.[2]	Director-general of military education .	1st January .	Army Form B 139.
Statement of merits and defects of horses.	Adjutant-general .	1st April . .	India Army Form No. 64.
Nominal roll of officers for the regimental depôts (*regiments only*).	Ditto . . .	1st June . .	India Army Form No. 41.
Return of swordsmanship (*cavalry only*) in triplicate [note (*b*)].	Ditto[3] . .	1st May . .	Army Form O 1715.
Report of instruction in gunnery (*by O. C. R. A. of stations*).	Assistant adjutant-general, royal artillery.	1st May.	
* Committee proceedings on library books.	Adjutant-general .	1st January .	India Army Form No. 69.
Return of time-expired men and invalids sent home.	Adjutant-general .	At close of the trooping season.	India Army Form No. 75.
* Return of certificates of education in possession.[2]	Superintendent of army schools.	1st January .	Army Form B 139.
* Estimate of supplies for working magic lanterns during ensuing official year.	Ditto . . .	15th September .	Bombay Form 262.
* Return of candidates examined for school certificates with examination papers.	Sub-inspector of schools.	No fixed date.	
Return of horses proposed to be cast.	Adjutant-general .	September .	India Army Form No. 74.
* Memorandum of vegetables to be supplied by regimental gardens (*duplicate*).	Assistant quarter-master-general of divisions.	1st January.	
¶ Proceedings of annual board on arms (with prescribed annexments).[4]	Inspector-general of ordnance.	Not later than 1st June.	

[1] From cavalry and infantry only.

[2] The battery returns will be sent through the officer commanding royal artillery in divisions and districts.

[3] Through the assistant inspectors of gymnasia.

[4] *Vide* para. 37 of A. G.'s circular memo. No. 5435 of 18th August 1876.

Correspondence.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Yearly—contd.			
* Committee proceedings on library books.	Station staff officer .	January . .	India Army Form No. 69.
Report of the probable number of time-expired men, invalids, and others who will be sent to England during ensuing trooping season.	Adjutant-general .	15th March.	
Half-yearly.			
* Report of progress made in fencing (*cavalry only*).	Adjutant-general, horse guards.	.....	Army Form B 157.
Roll of soldiers instructed in telegraphy.	Assistant quarter-master-general.	1st January and 1st July.	India Army Form No. 63.
* Return of men discharged by purchase.	Adjutant-general .	1st April and 1st October.	Bombay Form 183.
Indent for forms . . .	Superintendent, army schools.	1st January and 1st July.	Bombay Form 257.
* Return of magic lantern lectures and report on condition of lanterns and slides.	Ditto . . .	Ditto . .	Bombay Form 263.
Statement of despatch of magic lantern slides to the station next on the list.	Ditto . . .	15th September.	
Report on state of magazines and rifle ammunition.	Assistant adjutant-general for musketry.	1st April and 1st October.	India Army Form No. 42.
Extracts from register of births.	Adjutant-general .	1st January and 1st July.	Army Form A 42.
Ditto ditto of marriages	Ditto . . .	Ditto . .	Army Form A 43.
Ditto ditto of deaths .	Ditto . . .	Ditto . .	Army Form A 44.
Quarterly.			
Adjutant's muster roll (*cavalry and infantry*).	Secretary of state for war.	1st of each quarter.	Army Form N 1497.
* Report on the gymnasium, Form D (*duplicate*).	Assistant inspector of gymnasia.	Ditto . .	Army Form B 162.
* Return of gymnastic classes, Form E (*duplicate*).	Ditto . . .	Ditto . .	Army Form B 162.
* Return of fencing, Form F (*duplicate*).	Assistant inspector of gymnasia.	1st of each quarter	Army Form B 162.
Report of the progress made in gymnastic instruction (*cavalry* and *infantry* only).	Ditto . . .	Ditto . .	India Army Form No. 3.
* Nominal return of fraudulently-enlisted men and of irregularly-enlisted men discovered in the corps during the preceding quarter (*cavalry and infantry*).	Adjutant-general, horse guards.	1st January, 1st April, 1st July, and 1st October.	Army Form B 90.
* Return of men recommended for restoration of forfeited service (*cavalry and infantry*).	Ditto . . .	Ditto . .	Army Form B 219.
Abstract of canteen accounts .	Adjutant-general, Poona.	Ditto . .	India Army Form No. 33.

Sec. XXII.
V.

Correspondence.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Monthly.			
* Monthly return [*cavalry and infantry*, notes (*a*) and (*b*)].	Adjutant-general, horse guards.	1st mail in month	Army Form B 105.
* School report . . .	Director-general of military education.	Ditto . .	Army Form C 321.
* Monthly return (*cavalry and infantry*), with nominal list of officers [note (*c*)].	Adjutant-general .	1st of each month	Army Form B 105.
Return of prisoners in regimental cells undergoing sentences of over one month's imprisonment [note (*g*)].	Ditto . . .	Ditto . .	India Army Form No. 17.
Return of small-pox . .	Ditto . . .	When required .	Bombay Form 149.
Canteen return . . .	To the headquarters of divisions and districts.	1st of each month	India Army Form No. 32.
* Distribution return (*corps, batteries and detachments*).	Quartermaster-general.	Ditto . .	Bombay Forms 238 and 239.
* School report . . .	Sub-inspector of schools.	Ditto . .	Army Form C 321.
* Supplement to above, and report on special class.	Ditto . . .	Ditto . .	Bombay Form 264.
* Court-martial return [note (*i*)]	Deputy judge advocates of circles.	Ditto . .	Army Form B 117.
* State of service troops and companies.	Officer commanding regimental depôt (or "depôt companies").	Ditto . .	Army Form B 170.
Return of deaths, effects, and credits (India Army Circular No. 87 of 1884).	War office . .	Last day of each month.	Army Form B 273.
Weekly.			
* Return of details at Deolali depôt, Colaba sanitarium, Purundhar sanitarium (*by officers commanding depôts*).	Adjutant-general .	Saturday . .	Bombay Form 188.
Duty state	Brigade-major . .	Monthly . .	Bombay Form 189.
Miscellaneous.			
* Return showing the changes in the constitution of the regiment during service in India.	Officer commanding at port of embarkation.	Prior to embarkation for Europe.	India Army Form No. 77.
2587. By departmental and other officers having charge of men on the unattached list.			
* Return of a soldier recommended for a G. C. medal with gratuity.	Adjutant-general .	1st April . .	India Army Form No. 21.
Roll of unattached list men .	Ditto . . .	1st January, 1st April, 1st July, and 1st October.	Bombay Form 147.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
2588. By officers commanding regiments of native cavalry and infantry, including sappers and miners and companies of native artillery.			
Yearly.			
* Return of castes and countries of the native ranks.	Adjutant-general .	1st January .	Bombay Form 191.
* Nominal roll of two native officers recommended for the order of British India.	Ditto . . .	1st May . .	Bombay Form 193.
* Roll of unclaimed or forfeited medals.	Ditto . . .	1st January .	Bombay Form 166.
* Candidates for the viceroy's body-guard (*cavalry only*).	Military secretary to the viceroy.	Ditto.	
* Proceedings of annual board on arms (with prescribed annexments).[1]	Inspector-general of ordnance.	Not later than 1st June.	
* Return showing state of education.	Ditto . . .	Ditto . .	Appendix III to School Regulations.
* Report on girls' schools . .	Ditto . . .	Ditto . .	By letter.
Inspection return (*duplicate*) .	Inspecting officer .	At the annual inspection.	Bombay Forms 104, 105, 106, and 107.
Confidential report on native officers.	Ditto . . .	Ditto . .	Bombay Form 108 (A—D).
Statement of debts and assets of the mess.	Ditto . . .	Ditto . .	India Army Form No. 9.
Register roll of recruits enlisted	Ditto . . .	Ditto . .	Bombay Form 161.
Register roll of recruit boys .	Ditto . . .	Ditto . .	Bombay Form 162.
Half-yearly.			
Report on state of magazines and rifle ammunition.	Assistant adjutant-general for musketry.	1st April and 1st October.	India Army Form No. 42.
Quarterly.			
School report	Superintendent of army schools.	1st of each quarter.	Bombay Form 265.
Monthly.			
* Monthly return with nominal roll of commissioned officers [note (*l*)].	Adjutant-general .	1st of month .	Bombay Forms 194 and 195.
* Confirmed sentence on men convicted of disgraceful conduct.	Ditto . . .	Ditto . .	Bombay Form 130.
Return of small-pox[2] . .	Ditto . . .	Ditto . .	Bombay Form 149.

[1] *Vide* para. 444 of the Musketry Regulations (Native Army).
[2] Required only when the disease prevails. See also para. 2586.
§ To be accompanied by Bombay Form 123.

Sec. XXII.
V.

Correspondence.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
Monthly—contd.			
Distribution return (*corps and detachments*).	Quartermaster-general.	1st of month .	Bombay Forms 241 and 242.
Court-martial return, or letter in lieu when no trials have taken place [note (*i*)].	Deputy judge advocates of circles.	Ditto . .	On the form prescribed in G. O. C. No. 292 of 1879.
Descriptive long roll of recruits	Civil officers of recruiting districts.	Ditto . .	Bombay Form 158.
Casualty list	Ditto . . .	Ditto . .	Bombay Form 159.
Weekly.			
Duty state	Brigade-major .	Monday . .	Bombay Forms 196 and 197.
2589. By commissaries of ordnance.			
Annual.			
Quarterly.			
Monthly.			
2590. Periodical indents and requisitions.			
(*Bills on the commissariat department are excluded.*)			
British Troops.			
* Requisition for religious books (*duplicate. If the indent is blank, one form will suffice*).	Adjutant-general .	1st July . .	India Army Form No. 12.
* Requisition for blank forms .	Ditto . . .	1st April . .	Army Form L 1360.

Correspondence.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
British Troops—contd.			
Indent for seed for soldiers' gardens.	Superintendent, botanical gardens, Gunesh Khind, Poona.	For seeds to be delivered in May—1st January. For seeds to be delivered in January—1st November.	Bombay Form 213.
Indent for blank musketry forms (*in duplicate*), cavalry and infantry.	Chief inspector of musketry.	1st June . .	Bombay Form 198.
* Ration certificate for rations drawn in the previous month.	Executive commissariat officer at the station.	By 5th of the following month.	Bombay Form 251, I. C. F. 16.
Indent for firewood for armorers' shop (*duplicate*).	Ditto	1st January .	Bombay Form 245, I. C. F. 65.
* Daily indent, including extra rations for widows, &c. (*duplicate*). [Note (*j*)].	Ditto . . .	Daily . .	Bombay Form 252, I. C. F. 15.
* Indent for unserviceable articles of clothing (*duplicate*).	Ditto . . .	1st July . .	Bombay Form 245, I. C. F. 65.
Notice of the probable number of hogsheads of ale and port that will be required on the 1st of the month immediately succeeding such notice.	Ditto. . . .	1st and 5th. .	Bombay Form 250.
Indent for petty supplies. .	Ditto . . .	.....	
Indent for soldiers' bedding (*duplicate*).†	Ditto . . .	1st October .	Bombay Form 245, I. C. F. 80.
* Indent for bullock gear (*artillery only, mountain batteries excepted; duplicate*).	Ditto . . .	1st April . .	Bombay Form 245, I. C. F. 65.
* Certificate for straw for bedding on line of march (*duplicate*).	Ditto . . .	At the end of the month.	Bombay Form 245, I. C. F. 83A.
* Certificate for tent lamp oil on line of march (*duplicate*).	Ditto . . .	Ditto . .	Bombay Form 245, I. C. F. 83.
* Indent for rum and malt liquor.	Ditto . . .	Monthly . .	Bombay Form 243, I. C. F. 65.
* Returning list for empty casks, unserviceable straw, &c. .	Ditto . . .	Ditto . .	Bombay Form 246, I. C. F. 66.
* Requisition for prisoners' rations.	Ditto . . .	Daily . .	Bombay Form 252.
* Certificate for tinning cooking utensils.	Ditto . . .	Monthly . .	Bombay Form 253, I. C. F. 84.
* Indent for forage (*artillery and cavalry*).	Ditto . . .	Daily . .	Bombay Form 254, I. C. F. 92.
* Monthly grain certificate for forage (*artillery and cavalry*).	Ditto . . .	By 5th of following month.	Bombay Form 255, I. C. F. 93.

† After they are passed by the examiner of commissariat accounts, to whom they should be sent in the first instance.

V.—Reports and Returns—*contd.*

Description of Return.	To whom sent.	When to be sent.	Number of Form.
British Troops—contd.			
* Indent for potato seed (*duplicate*). [Note (*k.*)]	Executive commissariat officer at the station.	1st September .	Bombay Form 245.
Half-yearly indent for bazar veterinary medicines (*cavalry and artillery*).	Inspecting veterinary surgeon.	1st April, 1st October.	Bombay Form 308.
* ¶ Indent for books and materials, with proceedings of station committee (*duplicate*).	Superintendent of army schools.	1st August . .	Army Form L 1377.
* ¶ Indent for stationery . .	Ditto . . .	1st January .	Bombay Form 256A.
Native Troops.			
* Requisition for forms of school report and school certificates.	Ditto . . .	1st January .	Appendix V, School Regulations.
Indent for blank musketry forms (*in duplicate, cavalry and infantry*).	Chief inspector of musketry.	1st June .. .	Bombay Form 199.
* Indent for bedding for drummers of European parentage (*duplicate, infantry*).	Executive commissariat officer.	1st October . .	Bombay Form 245.

NOTES.

(*a*) In making the necessary calculation to ascertain the amount of guard duty performed by each corps or detachment, only the number of men available for guard duty should be divided by the number of men on duty, and not the total number of men borne on the strength; from the quotient should be deducted one night on duty, and the remainder will show the actual number of nights in bed.

(*b*) Full instructions for the preparation of this return are given in Horse Guards General Order No. 26 of 1868, as modified by General Order No. 336 of 1868.

(*c*) In addition to the instructions given in Sec. 5, paras. 30 and 46, the following points are to be attended to, *viz.*: I. "Present under arms" will include all officers and men on the inspection parade, whether in the ranks or not, recuits at drill, regimental orderlies, &c. II. "On detachment" will include officers and men at convalescent depôts. III. "Staff employ" comprises probationers for the staff corps and the unattached list. IV. "Command" includes invalids, time-expired men, men for discharge, recruits and volunteers *en route* to join, and all officers doing duty with such detachments. V. "Absent" is only to comprise those who are absent with or without leave. VI. "Prisoners" includes those present and absent, but not men undergoing penal servitude. VII. "Total Effectives" and "Establishments" refer only to service troops or companies. VIII. Soldiers undergoing penal servitude, or who are on the unattched list, or who belong to the corps of armorers, schoolmasters, and others for whom a special place is assigned in the monthly returns, are to be shown in the inspection returns. IX. Men joined from England or sent to England are to be entered accordingly.

(*d*) The initial letters P. S. C.—M. C. C.—Hythe extra 1st—Hythe 1st—Fleetwood 2nd (g. i.), &c., are to be respectively entered opposite the names of officers who have passed the final examination at the staff college, received a certificate from the senior department of the military college, or from either of the schools of musketry, passed a course of garrison instruction, &c.

(*e*) In addition to the instructions regarding the preparation of this return laid down in Queen's Regulations, section 22, para. 26, the following should be attended to:—

Before preparing the monthly return, commanding officers will obtain from separate wings, detachments, and parties at convalescent depôts a "Present state," dated the 1st of each month, showing the number fit for duty and the number in hospital, in view to the same being entered in the first page of the return under the headings "On command" and "Sick." Should detachments be so situated as to involve much delay in the receipt of

V.—Reports and Returns—*concld.*

the necessary statement; the commanding officer of the regiment may require the information to be given in a telegram.

The entries in the "Distribution" state on the fourth page should correspond with those on the first, the number fit for duty only being entered in the column "Present," opposite the lines showing the location of the several parties.

The "No. of duty-men," &c., and the "Detail of guards" on the fourth page should show those of detachments, not convalescents, the information being obtained in the monthly present state.

Sub-lieutenants at the depôt should be included with the "Total effectives" on the first page under the heading "Absent."

In their notices of requisitions uncomplied with in the monthly return sent to Horse Guards, commanding officers should state, as briefly as possible, the dates upon which the requisitions were made, and in event of any delay, and of further applications being made in consequence by the local government, the dates of these demands should also be given.

Attention is also drawn to the under-mentioned orders on the subject of the preparation of the monthly return:—

Horse Guards G. O. 104 of 1872.
Ditto ditto 19 of 1873.
G. O., British Forces, 15th August 1859.
Adjutant-General's Circular No. 52, 24th August 1869.
Horse Guards G. O. 37 of 1885.

(*f*) The foot-note in the British returns relating to the fines for drunkenness should show the number of finesland the amount which were inflicted by the commanding officer only.

(*g*) These returns are to be forwarded collectively to headquarters by general officers in local command, blank returns being excluded. When a prisoner's health is reported to be other than good, it should be stated in the column of remarks what steps have been taken in the case. The number of cells should be inserted at the foot of the return.

(*i*) These returns shall be disposed of by general officers commanding, who will be held responsible that they are carefully examined by their deputy judge advocates and all irregularities pointed out to the regiments concerned; any of a very serious nature being reported for the information of His Excellency the commander-in-chief.

(*j*) Rations are issued under all circumstances on daily requisitions signed by the quartermaster of the regiment or officer in charge of the detachment; they are to express the number and quantity in words as well as in figures, and no indents will be complied with which are not drawn out in all respects according to the prescribed form.

Separate indents should be submitted for rations supplied to women and children, detailing the circumstances under which each woman and child become entitled to free rations, and the dates from and to which the same are drawn. The women and children should also be distinguished separately in the column "Daily State of Rations." In the case of widows and orphans, the date of the demise of the husband and father, as well as the age of the orphan, should be inserted.

(*k*) The quantity of seed indented for is regulated by the amount of ground intended to be sown, which should be shown by a certificate, under the signature of the officer commanding, attached to the indent.

(*l*) A certificate will be inserted by commanding officers in their returns to the effect either that the officers under their command are provided with camp equipage, or that arrangements have been made under which they will be prepared to march or take the field whenever required to do so.

SECTION XXIII.—BOOKS.

I.—General Instructions.
II.—Regimental Books.
III.—Wing, Squadron, Troop, and Company Books.
IV.—Quartermasters' Books.
V.—Followers attached to British and Native Corps.
VI.—Miscellaneous Regulations.

I.—General Instructions.

General instruction.

2591. The books to be kept in the native army are detailed in this section. They are to be examined by commanding officers at least once a quarter in Bengal and Bombay and once a month in Madras, and are to be produced at the inspection of the regiment and at such other times as the general or other officer commanding may think proper to call for them. Each book is to contain a page of instructions as to the mode in which it is to be kept.

II.—Regimental Books.

NATIVE ARMY.

Books to be kept up by adjutants of regiments.

2592. The following books are to be kept up by adjutants of regiments:—

1. General Order Books.
2. Regimental Order Book (temporary).
   Regimental Order Book (permanent).
3. Record of Officers' Services.
4. Long Roll (Bengal).
5. Regimental Register (Madras).
6. General Register (Bombay).
7. Letter Book.
8. Return Book (Bengal and Bombay).
9. Monthly and Miscellaneous Returns and Register of Discharge Certificates (Madras).
10. Register of pay certificates and passports, Register of candidates for recruit and pension boys, Acquittance roll for Adjutant's Department, Register of good-conduct pay (Madras).
11. Register of furloughs (Bengal and Bombay).
12. Regimental Register of Heirs (Madras).
13. General Defaulters' Book (Bengal).
14. Regimental Defaulters' Book (Madras).
15. Minor Punishment Book (Madras).
16. Regimental Defaulters' Book (Bombay).
17. Court-Martial Book.
18. Digest of Services of the Regiment.

II.—Regimental Books—*contd.*

19. Present State Book.
20. Recruit Book (Bengal and Bombay).
21. Character Roll of Native Officers and Non-Commissioned Officers (Bengal and Bombay).
22. Register of Horses (Native Cavalry only, Bengal and Bombay).
23. Equitation Register (Madras Cavalry).
24. Register of Certificates of Education (Madras).
25. Pay Books.

1.—General Order Books.

General order books.

2593. All general orders as received are to be collected and bound up annually, each volume being numbered and containing its own index. The cost of binding is to be defrayed from the office allowance granted to adjutants. In order to guard against loss of sheets of orders, &c., as soon as it is discovered that a general order has not been received, and it is found that some others preceding it have not come to hand, an immediate report is to be made (in Bengal and Madras) to the adjutant-general's office, in Bombay, to the superintendent, Education Society's press. Applications made for missing pages at any subsequent dates will not be attended to.

2.—Regimental Order Book.

Regimental order book.

2594. The book for the entry of regimental orders is to consist of two parts, *viz.*,—

Part 1.—For temporary Orders.
Part 2.—For Permanent Orders.

(*a*) Every circumstance affecting the service or pay of an officer is to be published in regimental orders, and the book is to be kept in accordance with the instructions contained in para. 8, section XXII, "Queen's Regulations and Orders for the Army."

3.—Record of Officers' Services.

A record of every officer who joins a native regiment is to be kept in a guard-book.

2595. A record of the services of every officer who joins a native regiment, prepared on India Army Form No. 1, is to be kept in a guard-book, and completed from time to time. When an officer is transferred to another corps, or to a department, his record of services, completed up to date, will be transmitted to the commanding officer, or the head of the department; if transferred to an army staff appointment, or to general duty, the record will be forwarded to the staff officer of the division or district to which he proceeds: on the retirement or dismissal of an officer, the record of his services may be made over to him or destroyed; on his death it may be forwarded to his family.

Every officer of the staff corps and Indian army

2596. Irrespective of the above, every officer of the staff corps and Indian army is required to keep, complete, and in his own possession, a

II.—Regimental Books—*contd.*

is required to keep in his possession a record of his services.

record of his services in India Army Form No. 1, and to forward direct to the adjutant-general on the 1st January of each year a statement (India Army Form No. 1A supplied gratis in Bengal from the contractor for printing government of India stock forms, Calcutta; in Madras, from the Lawrence Asylum press; and in Bombay, from the Bombay Education Society's press) of the additions which have been made to it during the preceding twelve months.

An officer required to furnish a copy of his record of service.

2597. On all occasions on which an officer is required to furnish a copy of his record of his service, he will prepare it on India Army Form No. 1, unless otherwise specially ordered.

An officer of a British regiment recommended for the staff corps, to forward a record of his services to the adjutant-general.

2598. When an officer of a British regiment is recommended for appointment to the staff corps, a record of his services on India Army Form No. 11 is to be forwarded with his application to the adjutant-general. When his appointment to a native regiment is sanctioned, this record will be transmitted to the commanding officer, who, on the conclusion of the period of the candidate's probation, will have it completed up to date, and two other copies prepared from it, one for the use of the officer himself, and the other for regimental record. The original copy will then be submitted to the board of final examination, by whom it will be forwarded to the adjutant-general, with their proceedings, for transmission to government. A copy of the record will be retained in the adjutant-general's office.

4.—Long Roll.

(Bengal.)

Long roll. (Bengal.)

2599. This book will contain in separate columns the name of every native officer, non-commissioned officer, trumpeter, drummer or bugler, and sowar or sepoy in the regiment. No man's name will be entered until his roll has been verified by the district officer and until he has joined the ranks. As an individual is promoted or reduced, his name will be transferred accordingly. The names of the native officers and non-commissioned officers will be entered by seniority of appointment; those of drummers, buglers, and sepoys by succession of their regimental numbers.

(*a*) Every recruit when he joins the ranks, and every soldier transferred to another corps, will receive a regimental number.

(*b*) The series of regimental numbers for soldiers in a corps will commence with 1. The numbers will be given in sequence according to the dates of the recruits joining the ranks. If several men join on the same day, numbers will be given to them according to the dates of their enlistment.

(*c*) When the series approaches 4999, application should be made to the general officer commanding the division or district in which the regiment or regimental depôt may be quartered, who will sanction the commencement of a new series.

II.—Regimental Books—*contd.*

(*d*) In all documents relating to a soldier, his regimental number is to precede his name. This number will not be changed so long as the soldier remains in the corps. If he is transferred or discharged, dies or deserts, the number will not be given to any other soldier.

5.—Regimental Register.

(*Madras.*)

2600. The regimental register is to contain the registry of every individual in the regiment, with the exception of European commissioned and non-commissioned officers, and of such men as are borne upon the registers of departments. It is to specify the following particulars:— Regimental register. (Madras.)

(1) Name and regimental number of the man.
Where enlisted or received.
Whether enlisted or how received.
By whom enlisted.

(2) Record of service,—noting all circumstances in any manner affecting the individual's service, such as promotion, reduction, period at which he may have become entitled to additional pay of any kind, &c., so as to form a complete history of the man to the end of his service in the regiment.

(3) Description.
Where born and probable year of birth.
Caste, size, and particular appearance.

(4) Distinguished service.
Under this head will be noted any field service in which the individual may have been engaged, or meritorious action he may have performed; and there will also be inserted the nature, date, and occasion of any wounds received in action, or injury sustained in the execution of duty, with the number of certificate granted by the medical officer.

(5) Manner and date of his becoming non-effective, whether by invaliding, &c.; and for deceased men, amount of effects and how disposed of.

(6) Character.

(7) Amount of pension, &c.

(*a*) This register is to be kept in volumes, each containing 300 records—men of the longest service to be entered in volume I, and so forward.

(*b*) The native commissioned, non-commissioned, and rank and file are to be numbered progressively and indiscriminately from 1 upwards, the oldest soldier, whatever his rank, being No. 1: farriers, trumpeters, and drummers of native corps are to

II.—Regimental Books—*contd.*

be registered in the same form, but separately and with separate regimental numbers. Numbers which may from casualties or alterations of any kind become vacant, are to remain so. As long as an individual may remain in the regiment, he is to retain *the same regimental number*, without reference to any change in his rank. Thus, if private 543 be promoted to the commissioned ranks, he is still to retain the same number, 543, *as his regimental number.*

(*c*) The numeration of the men of a regiment will be permitted to be renewed only by authority of the adjutant-general, at such distant periods of not less than ten years as may be found convenient.

(*d*) In case of a man formerly removed from the regiment being again received on its strength, he is to receive *a fresh regimental number* with the addition of any other numbers held by him. Thus, in the 10th regiment, No. 320 is transferred to the 16th regiment and there receives as his regimental number 552. He is remanded to the 10th regiment, when he receives a fresh regimental number, 810. The heading of his record must then stand, thus:

$$810, \frac{\text{10th regiment, 320.}}{\text{16th Regiment, 552.}} \text{ Daood Khan.}$$

It is of course to be understood, in such a case, that the man's present number 810 *only* is required to be used for all general purposes, the other numbers being entered in the record merely for facility of reference when necessary to trace the man's service.

(*e*) At their monthly examination of the company books, officers commanding regiments will observe that the orthography used in this register is adopted *throughout every other record in the regiment*, and on no account is any change to be made therein without the sanction of the commanding officer duly entered on the face of the record.

(*f*) Service in the boy establishment not being admissible towards invaliding or pension, is to be noted in the column "amount of service" as "under age."

(*g*) Every record when closed is to be authenticated by the signature of the adjutant and the countersignature of the commanding officer. Each record is to have allotted to it two pages.

6.—General Register.

(*Bombay.*)

General register. (Bombay.)

2601. This book will be kept in accordance with the instructions contained in para. 2599.

(*a*) Regimental numbers in Bombay native regiments will be renewed on their reaching 3000. When that number is reached, regiments will commence re-numbering with the

II.—Regimental Books—*contd.*

next recruit or transfer, who will take No. 1 or the next lowest number available. The number given to each soldier will be borne by him during his service unless transferred to another regiment, in which case the instructions contained in para. 2600, clause (*d*), are to be observed.

7.—Letter Book.

Letter book.

2602. The letter book is to contain the entry of all official letters written by the commanding officer, or under his direction, to the public departments, and to individuals on regimental business. It is to contain an index. It need not be preserved beyond three years after it is completed, care being taken to keep copies of such letters as may be likely to be required for reference. In Madras, at one end of the book are to be registered all official letters received, showing the number, date of writing, &c.; and giving a general summary of their purport.

8.—Return Book.

(Bengal and Bombay.)

Return book. (Bengal and Bombay.)

2603. This book will be kept in accordance with the instructions contained in para. 50, section XXII, "Queen's Regulations and Orders for the Army."

9.—Monthly and Miscellaneous Returns and Register of Discharge Certificates.

(Madras.)

Monthly and miscellaneous returns and register of discharge certificates. (Madras.)

2604. In this book are to be entered exact copies of pages 1, 2, 3, and "absent on command" of pages 4 and 5 of the monthly returns as made up on the 1st of a month. Also copies of all other returns and statements sent in, and a register of discharge certificates. In January and July in each year are to be entered rolls of haváldárs, náiks, rough-riders, and lance náiks as they stand in the regiment, showing the troop or company to which posted and the date of rank or appointment.

10.—Register of pay certificates and passports; Register of candidates for recruit and pension boys; Acquittance roll for Adjutant's Department; Register of good-conduct pay.

(Madras.)

Register of pay certificates and passports; Register of candidates for recruit and pension boys; Acquittance roll for adjutant's department; Register of good-conduct pay. (Madras.)

2605. This book is to contain registers as above, all entered in one book, arranged in a convenient manner.

II.—Regimental Books—*contd.*

11.—Register of Furloughs.

(*Bengal and Bombay.*)

Register of furloughs. (Bengal and Bombay.)

2606. In Bengal, this book will contain lists of the names of the native officers, non-commissioned officers, and trumpeters, drummers and buglers, on separate pages. In Bombay, it will only contain the names of the native officers and non-commissioned officers. They are to be entered in succession as they stand for furlough, the names of those annually granted furlough being placed at the bottom of their respective lists on their rejoining. This book is only intended as a roster in order to regulate the grant of furlough; all details regarding rejoining, overstaying, &c., should be entered in the leave register page of the sheet roll.

12.—Regimental Register of Heirs.

(*Madras.*)

Regimental register of heirs. (Madras.)

2607. This book is to contain the names and descriptions of every man's wife and children, his father and mother, and also the names of such persons as may be named as heir to property or pension. It is to be kept up agreeably to circular from the adjutant-general, Madras, No. 2038, dated 15th May 1865, a copy of which is to be pasted into the first volume of the register (M. M. F. 360).

(*a*) In regiments of native cavalry, a register of the heirs to pension of horse-keepers and grass-cutters is to be kept (M. M. F. 363).

13.—General Defaulters' Book.

(*Bengal.*)

General defaulters' book. (Bengal.)

2608. This book will contain a record of every punishment awarded in the regiment, instruction drill alone excepted. It will be kept by the adjutant, and the entries made, if possible, at orderly room hour, when the punishments are awarded: punishments awarded by British and native officers being reported to the adjutant. The commanding officer is to initial punishments awarded by him, other officers are to initial the punishments they may award: punishments awarded by native officers are to be initialled by officers commanding their respective wings or squadrons.

(*a*) From time to time the book will be forwarded to wing and squadron commanders, with a view of their entering in the company or troop defaulter sheets the punishments inflicted on the men serving under their orders.

(*b*) The general defaulters' book is to be produced before the general officer at the periodical inspection, for comparison with the entries in the sheet rolls.

II.—Regimental Books—*contd.*

(*c*) An entry is to be made in red ink of every case of a man convicted by a court-martial or by a magistrate, whether involving imprisonment or a fine in lieu thereof, or who in consequence of misconduct has been subjected to any punishment involving imprisonment, forfeiture of good-conduct pay, or confinement to lines for or exceeding fifteen days.

(*d*) The summary reduction of kote dafedárs and color haváldárs to the rank of dafedár and haváldár, or the removal of non-commissioned officers from a staff appointment, or the deprivation of lance dafedárs, lance haváldárs, or lance náiks of their acting rank, are not circumstances of themselves to be recorded in the general defaulters' book.

(*e*) Whenever corporal punishment is inflicted by the provost marshal upon a native soldier, an entry of such punishment is to be made in the general defaulters' book, but no further penal consequence is to result to him from the infliction of such punishment.

(*f*) Every case of a non-commissioned officer convicted of any offence by the civil power is to be reported to the adjutant-general, with a view to the offender's reduction to the ranks by the special authority of the commander-in-chief. In forwarding these reports, general officers commanding should state whether in the interests of discipline they recommend such a course.

(*g*) In order to ensure uniformity and brevity in the entry of crimes in general defaulters' books, the instructions contained in para. 54, section XXII, "Queen's Regulations and Orders for the Army," are, with the exception of the portions relating to fines for drunkenness and deprivation of pay, to be observed. The following additional instructions are also to be observed:—

(1) The date of the court-martial, and a reference to the page of the court-martial book containing the entry of it, is to be entered in the column of remarks.

(2) Simple imprisonment is to be represented by——impr.; solitary confinement by —— S. C.; transportation by —— transp.; corporal punishment by —— lashes.

(3) Imprisonment is to be by days.

14.—Regimental Defaulters' Book.

(*Madras.*)

Regimental defaulters' book (Madras.)

2609. This book is to consist of defaulter sheets (M. M. F. 426) secured together in a guard-book and arranged according to the regi-

II.—Regimental Books—*contd.*

mental numbers of the men, a half-sheet or two pages being allotted to each man, additional half-sheets being added as necessary.

(*a*) When a soldier is transferred to another regiment, or sent to a depôt, these records, signed by the commanding officer, are to be transferred with him (in blank if there are no entries). When a man dies or is pensioned, the record is to be destroyed. The sheets of men who desert, or are discharged, are to be retained.

(*b*) All awards by commandants of a degree bringing them under the designation of regimental defaulter punishments, and all offences of which men are convicted by court-martial, whether the sentences are remitted or not, are to be entered in the regimental defaulters' book.

(*c*) In addition to the entries mentioned in para. 2608, clause (*c*) of this section, a severe reprimand of a non-commissioned officer involves entry in the regimental defaulter's book.

(*d*) When men are sentenced by a civil court or by a magistrate to imprisonment for a period of or exceeding seven days, and to a fine of half a month's pay or more, an entry of the crime and punishment is to be made in the regimental defaulters' book.

(*e*) The provisions of para. 2608, clauses (*b*), (*d*), (*e*), (*f*), (*g*), are applicable to Madras, the entries alluded to in clause (*c*) being made in black instead of in red ink.

15.—Minor Punishment Book.

(Madras.)

Minor Punishment book. (Madras.)

2610. The adjutant will keep a rough book formed of a few sheets of foolscap, stitched together, into which he will have copied daily all punishments, whether inflicted by court-martial, or by the commanding officer, or by wing squadron or company officers, as well as all convictions by a magistrate or by a civil court, whether involving imprisonment or a fine in lieu thereof. Company defaulter sheets will, immediately after any entry of a punishment awarded by a wing, squadron, or company officer has been made in them, be forwarded to the adjutant to enable him to make the necessary extracts for his rough book. This rough book will be produced before the general officer at the inspection for comparison with the entries in defaulters' books; after the inspection, the general officer may direct the book to be destroyed.

16.—Regimental Defaulters' Book.

(Bombay.)

Regimental defaulters' book. (Bombay.)

2611. This book will be kept in accordance with the instructions contained in para. 2608, clauses (*b*), (*c*), (*d*), (*e*), (*f*), (*g*), of this section, the entries being made in black instead of in red ink.

II.—Regimental Books—*contd.*

17.—Court-Martial Book.

2612. The court-martial book is to consist of loose sheets of foolscap paper secured in a guard-book, and is to contain an extract, prepared on the subjoined form, of the proceedings of *all* courts-martial; such extracts being verified by the signature of the commanding officer. This book is also to contain certified copies of all convictions by the civil power, when the imprisonment awarded in such convictions shall exceed that which the commanding officer is empowered to award as a minor punishment, *viz.*, seven days; it is to be produced in evidence as a former conviction in the same manner as that of a court-martial. When soldiers are transferred, the sheets of this book or certified copies are to be sent with them: these copies are to be certified by the adjutant. In Bengal and Bombay, when a less imprisonment than seven days is awarded by the civil power, it is to be treated only as an ordinary entry in the general or regimental defaulters' book. Court-martial book.

A copy of the declaration of a court of inquiry held under the 162nd Indian Article of War to record the illegal absence of a soldier, countersigned by the commanding officer, is to be entered in the regimental court-martial book, and the record, or a copy thereof, purporting to bear the signature of the officer having the custody of the regimental books, will be admissible in evidence of the facts therein stated on the trial of the soldier. The original proceedings are then to be forthwith destroyed. When a corps proceeds on field or foreign service, copies of such records, referring to men still absent, verified by the officer having custody of the regimental books, are to be left with the depôt in India. When a soldier on field service, or serving out of India, deserts, a certified copy of the declaration of the court of inquiry is to be sent to the depôt.

Regiment_____

_____

Name and Regimental Number.

At a General / District / Detachment / Regimental / Summary court-martial assembled at_____

on the_____day of_____18 ,_____

Name

_____, of_____ Troop, / Company, _____Regiment

II.—Regimental Books—*contd.*

Number

was arraigned on the following charge :—

Charge
Finding
Sentence } [These to be entered *verbatim* from the proceedings.]

Approved and confirmed.

Signed_____

(Copy of signature of confirming officer.)

The prisoner to undergo the punishment awarded in the_____ (as the case may be).

(True Extract.)

(Place)

(Date)

Commanding____Regiment.

18.—Digest of Services of the Regiment.

Digest of services of the regiment.

2613. This record is to be kept as directed in paras. 69 to 71, section XXII, "Queen's Regulations and Orders for the Army." The entries are to be made under the personal supervision of the commanding officer, and are to be written in a clear, legible hand, with black and durable ink; all extraneous matter is to be excluded.

19.—Present State Book.

Present state book.

2614. This book is to contain a daily state of the regiment, and the names of all casualties.

20.—Recruit Book.

(*Bengal and Bombay.*)

Recruit book. (Bengal and Bombay.)

2615. This book is to contain the names of all eligible candidates who offer themselves for enlistment: it is to contain the medical officer's signature as to physical fitness, opposite the names of individuals entertained, and the cause of rejection opposite those pronounced physically unfit; the commanding officer will also enter his approval of the individual's enlistment. The names of men enlisted away from headquarters are to be entered in the same manner; when the book is finished and all the names are transferred into the long (or register) roll, it may be destroyed.

Character roll of native officers and non-commissioned officers (Bengal and Bombay).

21.—Character Roll of Native Officers and Non-Commissioned Officers.

(*Bengal and Bombay.*)

2616. In this book should be entered, concisely, the character and services of each native commissioned and non-commissioned officer. When

II.—Regimental Books—*contd.*

doubts exist as to a man's character or qualifications, there should be no entry. All entries should be made under the commanding officer's personal supervision, be dated, and bear his signature.

(*a*) No officer, who has commanded a corps for a sufficient period to become really acquainted with the character and qualifications of his native commissioned and non-commissioned officers, should quit his command without going through the book; and he should confirm, amend, or add to each man's record, as may be required. The nature of the entry in this book, when unfavourable, is to be explained to the individual concerned.

(*b*) A separate page is to be allotted to each man.

(*c*) In Bombay, it should be noted in this book whether any of the native officers or non-commissioned officers were educated in the regiment or not, or were previously to enlistment borne on the rolls of the recruit boys of the regiment.

22.—Register of Horses (Cavalry only).

(*Bengal and Bombay.*)

2617. This book will contain a description of all the horses in the regiment, entered according to the dates of their entertainment, with a record of the price paid for each horse and the locality where the animal was purchased. It should also show briefly in the column of remarks the cause of a horse becoming non-effective. Register of horses (cavalry only.) (Bengal and Bombay.)

23.—Equitation Register.

(*Madras.*)

2618. This book is to be kept as directed in paras. 81 and 82, section XXII, "Queen's Regulations and Orders for the Army." Equitation register. (Madras.)

24.—Register of Certificates of Education.

(*Madras.*)

2619. A register of certificates of education (M. M. F. 759) will be kept in the adjutant's office, and should contain in numerical order the number and name of every native commissioned officer, non-commissioned officer, and soldier in the corps. The column of "remarks" is intended to show the cause of each man becoming non-effective. The initial letter only of each rank need be used in the column headed "Present rank." On the transfer of a soldier from one corps to another, an extract from the register of certificates of education will accompany the other transfer documents enumerated in section VII, para. 1045. Register of certificates of education. (Madras).

(*a*) The register of farriers, trumpeters, and drummers, who have separate regimental numbers, will be kept distinct in another portion of the book.

II.—Regimental Books—*concld.* III.—Wing and Squadron Books.

25.—Pay Books.

Pay books.

2620. The office copy of the staff muster rolls and pay abstracts for each month, together with all the vouchers connected therewith, are to be bound up together at the end of each year, or filed in loose covers and kept for record.

(*a*) For the distribution of the officers' pay, it is recommended that a ledger be kept, containing a debit and credit account for each officer and regimental institution: a copy of each month's accounts being given to each officer for his information. The forms for this book and for the pay statements will be adopted regimentally.

III.—Wing and Squadron Books.

Wing and squadron books.

2621. The following books will be kept in each half-battalion and squadron :—

1. Muster Roll, Pay Abstract, and Acquittance Roll Books.
2. Order Book (Bengal and Bombay).
3. Punishment Book (Bombay).
4. Sheet Roll Books (Bengal and Bombay).
5. Size Rolls (Bombay Infantry only).
6. Ledger (Bengal and Bombay Infantry only).
7. Furlough Roll (Bengal and Bombay).
8. Register of Arms and Accoutrements (Bombay).

1.—Muster Roll, Pay Abstract, and Acquittance Roll Books.

Muster roll, pay abstract, and Acquittance roll books.

2622. In Bengal and Bombay these forms, which should all be of the same size, are to be kept separately, month by month, until the end of the year, when they are to be bound together in a book, or filed in loose covers. After being kept for three years, each book may be destroyed at the discretion of the commanding officer and with the sanction of the general officer commanding the division or district. The acquittance roll should contain the receipt of the troop or company buniah in full of all demands. In Madras, printed forms of muster rolls and abstracts are supplied by the pay department. Duplicate copies of these, duly filled up, are to be retained in wings and squadrons and periodically bound in volumes.

2.—Order Book.

(*Bengal and Bombay.*)

Order book. (Bengal and Bombay.)

2623. Order books will be kept in the vernacular by the pay havál-dárs and pay dafedárs of troops and companies. In them will be entered all orders affecting the native ranks of the regiment which are issued by the commanding officer.

III.—Wing and Squadron Books—*contd.*

3.—Punishment Book.

(*Bombay.*)

2624. This book should contain a record of every punishment awarded in the wing or squardon, whether by court-martial, or by the commandant, wing, squadron, or native officers, instruction drill alone excepted. The orders of the troop or company and wing or squadron officer will be entered in the column of remarks when the case is disposed of by them, and the orders of the commanding officer when the case is brought up at orderly room. All punishments, with the exceptions above noted, are to be entered in the defaulter sheet contained in the sheet roll, those involving entry in the regimenal defaulter sheet being transferred thereto, and such punishment is to be entered in red ink in the sheet roll. The transfer of all entries to the regimental defaulters' book and sheet rolls is to be certified to by the adjutant and squadron or wing commander by affixing their initials in the proper column of the punishment roll. Punishment book, (Bombay.)

(*a*) The punishment book will be produced before the general officer at the annual inspection for comparison with the entries in the regimental defaulters' book and sheet rolls, and may then, with his sanction, be destroyed.

(*b*) The provisions of para. 2608 regarding initialling of punishments awarded are to be observed.

4.—Sheet Roll Books.

(*Bengal and Bombay.*)

2625. A sheet roll is to be kept for each native officer, non-commissioned officer, and soldier, the rolls of each troop or company being kept separately in loose covers. When an individual becomes non-effective from any cause, the roll is to be sent to the orderly room, and will be destroyed after the commanding officer has satisfied himself of the correctness of the accounts of the non-effective; and that the man, if discharged or dismissed, has been paid in full the amount due to him, except in the cases of deserters, men imprisoned in jail prior to dismissal, or deceased men, when a record of the creditor balance will (in Bengal) be entered in the second sheet of the ledger and the sheet roll filed for record; in Bombay, this record will be kept on Bombay Book Form A. R. 10 A. If a man is transferred to another regiment, his sheet roll is to be transferred with him. Sheet roll books. (Bengal and Bombay.)

5.—Size Rolls.

(*Bombay Infantry only.*)

2626. This book will contain nominal rolls of the men of each company, with their measurements, which should be made in the presence of Size rolls. (Bombay only.)

III.—Wing and Squadron Books—*contd.*

the wing commanders. The men should be measured every year when the indents for clothing are prepared, and the rolls may be destroyed when no longer required.

6.—Ledger.

(*Bengal and Bombay Infantry only.*)

Ledger. (Bengal and Bombay infantry only.)

2627. In Bengal, this book will contain a debtor and creditor account with the quartermaster, showing on the credit side the sums paid to him for necessaries, and on the debtor side the details of the necessaries received.

(*a*) In Bombay, this book will consist of two or more volumes, the first containing a debtor and creditor account with the quartermaster, showing on the credit side the sums paid to him for necessaries, and on the debit side the details of the necessaries received: the second and others containing a debtor and creditor account with each non-commissioned officer and soldier in the wing, a page being given to each man showing on one side all the authorised charges incurred by him during the month, and on the other all sums placed to his credit, whether arising from stoppages from pay, half mounting, or other causes. The entries made monthly from each individual should agree with the entries made in the column of stoppages in the acquittance rolls.

7.—Furlough Roll.

(*Bengal and Bombay.*)

Furlough roll. (Bengal and Bombay.)

2628. A book similar to that described in para. 2606 is to be kept in each half-battalion or squadron, containing separately by troops or companies (in Bengal) rolls of the sowars or sepoys only in Bombay, of the trumpeters or buglers and sowars or sepoys, as they stand for furlough. A copy of this book will also be kept by pay dafedárs or pay haváldárs in the vernacular.

8.—Register of Arms and Accoutrements.

(*Bombay.*)

Register of arms and accoutrements. (Bombay.)

2629. A register of all arms and accoutrements in each wing showing the regimental numbers and marks on each, and the men in whose possession they are, will be kept separately for each company, the whole being preserved in a guard-book. In this book the number on the arms (rifles, &c.) and accoutrements of each soldier is also to be recorded, and whenever any injury affecting the serviceability, present or future, of these arms and accoutrements, is detected and investigated, the same is to be noted in this book for future reference when required.

III.—Wing and Squadron Books—*concld.*

9.—Troop and Company Books.

(*Madras.*)

2630. The following books are to be kept in troops and companies :— Troop and company books. (Madras.)

1. Book to contain acquittance rolls, clothing rolls, cart fund account, return of arms.
2. Equipment accounts.
3. Defaulter sheets.

1.—Book to contain Acquittance Rolls, &c.

2631. In this book are to be entered consecutively acquittance rolls, clothing rolls, cart fund account, return of arms, and any other records that may be necessary. Book to contain acquittance rolls, &c.

2.—Equipment Accounts.

2632. This book is to contain an account of all stoppages made from the pay of the men for equipments and necessaries, exhibiting the amount received from, and description and value of articles issued to, each non-commissioned officer and others in the troop or company. At the end an account of the officer commanding the troop or company with the quartermaster is to be kept (M. M. F. 340). Equipment accounts.

3.—Defaulter Sheets.

2633. The following rules for keeping up the troop or company defaulter sheets are to be observed. The sheets (M. M. F. 426), secured together in a guard-book and arranged according to the regimental numbers of the men, are to be kept in the custody of the squadron or wing commander, or company officer or officer acting for him :— Defaulter sheets.

(*a*) A half-sheet, or two pages, will be allotted to every non-commissioned officer and man, as prescribed for the regimental defaulters' book; and all offences of whatever description committed by non-commissioned officers and soldiers, and for which punishment has been awarded, or reprimand or admonition administered, and all convictions by a magistrate or by a civil court, whether involving imprisonment or a fine in lieu thereof, are to be regularly and distinctly recorded therein by the squadron or wing commander or company officer, who will affix his initials to each entry in the last column. The date of the award will be entered in the column of remarks. Whenever an entry is made in a sheet, it is to be sent at once to the adjutant, para. 2610.

(*b*) The remarks under head of "Regimental defaulters' book" as regards entries of courts-martial, and the disposal of defaulter sheets of men transferred, &c., apply to troops and companies also.

IV.—Quartermasters' Books.

Quartermasters' books.

2634. The following books are to be kept up by quartermasters of regiments:—

1. Book for all requisitions, returns, and survey reports.
2. Account of clothing and necessaries (Bengal and Bombay). } Excluding cavalry.
3. Account of hutting money (Bengal and Bombay). } Excluding cavalry.
4. Bazar Register (Bengal and Bombay).
5. Letter Book.
6. Daily statement of receipts and expenditure of ammunition, and monthly balance of ammunition and clothing (Bengal—Bengal Form 66).
7. Equipment and Cart Fund Accounts.
8. Register of estates and bazars.
9. Register of lascars, puckallies, and a roll of parties allowed to reside in the regimental lines. } (Madras.)
10. Forage and gram accounts.
11. Register of horses and casualties. } (Madras cavalry regiments only.)
12. Annual and monthly lists of receipts, issues, and remains in stores, with copies of audit remarks.
13. Acquittance roll of the quartermaster's establishment, receipt book, miscellaneous abstract, and contingent bill book. } (Bombay only.)

Book for all requisitions, returns, survey reports.

1.—Book for all Requisitions, Returns, and Survey Reports.

2635. This book should be similar to that described in para. 2603. All half-yearly returns with the remarks made by the examiner of ordnance accounts should be collected and bound together, when in sufficient numbers to form a book. In Madras this book also contains cash accounts and all else for which a separate book is not provided.

2.—Account of Clothing and Necessaries.

(Bengal and Bombay Infantry.)

Account of clothing and necessaries. (Bengal and Bombay infantry.)

2636. This book should be composed of two parts: the first containing a general statement, in debtor and creditor form, of all disbursements and receipts made by the quartermaster; the second consisting of a series of debtor and creditor accounts to be opened with wing commanders, and tradesmen and others receiving or supplying stores.

3.—Account of Hutting Money.

(Bengal and Bombay.)

Account of hutting money. (Bengal and Bombay.)

2637. A debit and credit account book, showing receipts and disbursements made on this account.

IV.—Quartermaster's Books—*contd.*

4.—Bazar Register.

(*Bengal and Bombay.*)

2638. All individuals belonging to or attached to the bazar will be entered in this book in succession. In Bengal, the acquittance roll of the quartermaster's establishment will be kept in the vernacular by the regimental chowdry. Bazar register. (Bengal and Bombay.)

5.—Letter Book.

2639. A book as described in para. 2602 will be kept for this purpose. Letter book.

6.—Daily Statement of Receipts and Expenditure of Ammunition, and Monthly Balance of Ammunition and Clothing.

(*Bengal—Bengal Form 66.*)

2640. Issues and receipts of service, practice, and match ammunition are to be entered daily and initialled by the quartermaster. Daily statement of receipts and expenditure of ammunition, and monthly balance of ammunition and clothing. (Bengal.)

The magazine accounts are to be made up monthly from the daily statements and the balance shown on Bengal Form 66.

7.—Equipment and Cart Fund Accounts.

(*Madras.*)

2641. In this book is to be entered a debtor and creditor account with each troop and company, specifying all sums received, and the description and value of all articles of equipment supplied on account of the men: all entries of issues are to be signed by the wing, squadron, or company officer, and all receipts from troops or companies by the quartermaster. A general debtor and creditor account of the quartermaster with the regiment is to be entered also. In the same book, similar accounts of the cart fund with troops and companies are to be kept, these accounts being kept distinct from the equipment accounts. Equipment and cart fund accounts. (Madras.)

8.—Register of Estates and Bazars.

(*Madras.*)

2642. This book is to contain a register of estates and copies of all accounts connected therewith of every European officer, warrant or non-commissioned officer, or other, dying when with the regiment. Accounts of the estates of native officers or soldiers whose heirs or executors are not on the spot, are also to be entered in this book. A register of the regimental bazars is to be kept in the same book. Register of estates and bazars. (Madras.)

9.—Register of Lascars, Puckallies, and a roll of parties allowed to reside in the regimental lines.

2643. The title of this book explains sufficiently what it is to contain. Register of lascars, puckallies, and a roll of parties allowed to reside in the regimental lines.

10.—Forage and Gram Accounts.

(*Madras Cavalry only.*)

Forage and gram accounts. (Madras native cavalry only.)

2644. This book is to contain copies of all indents and other records connected with gram and forage.

11.—Register of Horses and Casualties.

(*Madras Cavalry only.*)

Register of horses and casualties. (Madras native cavalry only.)

2645. In one book is to be entered: *1st*, a register of officer's horses; *2nd*, a register of regimental horses; and *3rd*, a register of casualties,—a sufficient number of pages being appropriated to each record. In the register of regimental horses they are to be entered according to their regimental number, which is to follow precisely the same rules as those prescribed for the regimental register of men.

Annual and monthly lists of receipts, issues, and remains in stores, with audit remarks. (Bombay only.)

12.—Annual and Monthly Lists of Receipts, Issues, and Remains in Stores, with Copies of Audit Remarks.

(*Bombay only.*)

Acquittance roll of the quartermaster's establishment, receipt book, miscellaneous abstract, and contingent bill book. (Bombay only.)

13.—Acquittance Roll of the Quartermaster's Establishment, Receipt Book, Miscellaneous Abstract, and Contingent Bill Book.

(*Bombay only.*)

2646. The titles of these books explain sufficiently what they are to contain.

Regulations regarding pay books, funds and accounts of Bengal cavalry.

2647. The regulations regarding the keeping of pay books, funds, the funds and accounts of Bengal cavalry, are contained in "The Instructions regarding the accounts of Bengal Cavalry."

V.—Followers attached to British and Native Corps.

Descriptive rolls and records of service of followers.

2648. A full description and record of service of each non-combatant entitled to military pension is to be kept up.

(*a*) These forms will be filed in a guard-book, and transferred with the men when they are removed to another corps, or deposited in a staff office when the men do not serve continuously.

(*b*) "Service Books" are to be kept up for men entitled to pension under civil rules.

(*c*) These descriptive rolls and service books are to be laid before general officers at their annual inspections.

VI.—Miscellaneous Regulations.

Books to be taken on field service.

2649. The books to be taken by corps ordered on field service are detailed in section XVIII.

Destruction of books and documents.

2650. The instructions contained in section XXII, "Queen's Regulations and Orders for the Army," regarding the destruction of books and documents in military staff offices, the assembly of committees for the purpose, and the course to be adopted in regard to useless regimental records and books, are applicable to India. The committee proceedings, accompanied by lists of the books and documents, are to be submitted to the adjutant-general for orders.

On the departure of a British regiment from a presidency, the books of local regulations are to be left behind.

2651. On the departure of a British regiment from a presidency, the books of local regulations are to be left behind, with the exception of one copy of volume II, Army Regulations, India, and of volume X, Army Regulations, India, which may be taken to the port of embarkation and returned thence by post. They are to be surveyed by a committee (composed of a field officer as president, and the local staff officer and the adjutant of the regiment as members), as soon as the regiment is placed under orders to march. The committee will make a list of the books on forms which will be furnished by the adjutant-general, and will report whether each volume is bound and complete or not, and state the reasons for any deficiencies. The proceedings are to be prepared in duplicate, one copy to be despatched at once to the adjutant-general's office, and the other deposited in the local staff office. Two days at least before the corps moves, the books are to be taken over by the staff officer, who will see that they correspond with the list in his possession, certify to the same on the reverse of the list, and send it with the books to the destination assigned by the adjutant-general. The list will be receipted by the officer commanding the corps receiving the books, and be forwarded by him to the adjutant-general's office.

SECTION XXIV.—NATIVE LANGUAGES.

I.—Higher and Lower Standard. | III.—High Proficiency and Honors.
II.—Tests in other Languages. | IV.—Miscellaneous.

I.—Higher and Lower Standard.

LOWER STANDARD.

Tests for the examination.

2652. The following are the tests laid down for this examination:—

(*a*) Reading fairly, and construing with accuracy, not less than half an octavo page of the under-mentioned works, the passages being selected by the examining officer himself before the examination.

1. Bágh-o-Bahár; the Second Darvesh, including the story of King Azád Bakht.

2. Captain Jarrett's translation of Marshman's History of India, Hindu period. (Bengal and Bombay only.)

(*b*) Conversing with an educated native in the presence of the examiner, on subjects likely to occur in the performance of regimental or professional duty, in the transaction of ordinary business, or in the course of every-day life. The candidate should be required to ask or reply to at least thirty questions or answers in this test to the satisfaction of the examining officer. The questions and answers to be written down by the candidate in the English character. (In Madras, the same set of questions is to be given to every candidate at an examination, excepting medical and departmental candidates.)

Examinations to be conducted quarterly.

2653. Examinations will be conducted quarterly, under the orders of the officer commanding, on the first Monday in January, not being the first day of the year, April, July, and October, at all military stations where there are candidates and where the services of a qualified examiner (para. 2654) are available.

Examining officer.

2654. One officer, who has passed at least the higher standard in Hindustani, will be appointed to conduct the examination, assisted by a medical officer who has passed at least the lower standard, whenever medical officers or subordinates present themselves for examination; but when a "passed" medical officer is not available, a medical officer of long standing and experience may be nominated, a certificate to that effect from the officer commanding the station being attached to the proceedings. The decision of the examining officer is final, and not subject to review by officers commanding stations.

I.—Higher and Lower Standard—*contd.*

2655. The report of the examining officer is to be in the following form. A separate report is required for each candidate. The remarks are to be expressed definitely and concisely, thus,— Report of examining officer.

"Excellent," "very good," "good," "tolerable," "indifferent," "very indifferent," "bad," "very bad."

Proceedings on the examination of
by the lower standard in Hindustani held this day as laid down in paragraphs 2652 to 2656, section XXIV, Army Regulations, India, Volume II.

Dated at 188 .

	Remarks.
1. Bágh-o-Bahár . . . 1	
2. Captain Jarrett's translation of Marshman's History of India, Hindu period (Bengal and Bombay only) . . . 2	
3. Colloquial 3	

I, the undersigned, do hereby declare that the above is a fair and impartial report on the examination of the candidate, which was held by me on the day of 188 between the hours of and ; and, in conclusion, I am of opinion that the acquirements of do (or do not) come up to the prescribed standard.*

(Signature of the examining officer, and medical officer attending when necessary.)†

Names of candidates to be printed by hand initials of candidates, and numbers or designation of their regiments or batteries to be given.

2656. The examining officer will inform the unsuccessful candidates on the spot that they have failed; and will forward the reports (with the written portion of the colloquial examination) of the successful candidates only direct, in Bengal and Bombay, to the adjutant-general Simla or Poona; and in Madras, to the examiner in Hindustani. Reports how to be disposed of.

HIGHER STANDARD.

2657. The following are the tests laid down for this examination :— Tests for higher standard examination.

(*a*) Reading fluently, and construing with readiness and accuracy, not less than an ordinary octavo page of the under-mentioned works :—

Bengal and Bombay.

1. Bágh-o-Bahár.
2. Selections from the prose of the Prem Ságar.

* In Madras, no candidate will be considered qualified unless reported "good" in conversation, and at least "tolerable" in the text-books.

† This form is also applicable to lower standard in Persian with the necessary modification.

I.—Higher and Lower Standard—*contd.*

Madras.

1. Bágh-o-Bahár.

Bengal and Bombay.

(*b*) Translating accurately, and with correctness of idiom and grammar, not less than half an ordinary octavo page of plain English into language similar to that of the Bágh-o-Bahár in the Persian character; and an equal amount, in the Hindi character, in language similar to that of the Prem Ságar.

Madras.

Translating accurately, and with correctness of idiom and grammar, not less than half an ordinary page of plain English into the Hindustani language.

Bengal and Bombay.

(*c*) Reading fairly, and translating readily and correctly, Hindustani manuscripts, written in both the Persian and Hindi characters. These manuscripts may be selected from the proceedings of a case in court, from reports and petitions addressed to civil or military authorities, from letters passing between natives of India in the ordinary course of business, or from private correspondence. They should not be written with the clearness of a printed book, nor yet in a very cramped or crabbed hand, but in such a manner as fairly and honestly to represent the written characters as practically employed in the presidency or province in which the examination is held.

Madras.

Reading fairly, and translating readily and correctly, Hindustani manuscripts.

Bengal.

(*d*) *Vivâ voce* translation into the oriental language of a paper of English sentences, and conversing with the examiners, or in their presence with persons selected by them, with fluency, and such correctness of pronunciation, grammar, and idiom as to be at once intelligible.

Madras.

(I) Translating from English into Hindustani a paper of short sentences, the greater part on professional subjects, to be rendered accurately and idiomatically.

(II) Translating *vivâ voce*, into Hindustani, the proceedings of a court-martial—a duty that will frequently be required of the candidates. (In translating the charge, finding, and sentence,

I.—Higher and Lower Standard—*contd.*

the candidate will be allowed the use of the record; the evidence will be read out by the examiners and translated by the candidate to the natives in attendance. The examiners should satisfy themselves that the candidate's interpretation is clearly and correctly understood.)

(III) Conversing with natives with fluency, and with such correctness of pronunciation, grammar, and idiom, as to be at once intelligible, and in like manner to understand readily all that the natives say.

Bombay.

Conversing with examiners or with natives of India with fluency, or with such correctness of pronunciation, grammar, and idiom, as to be at once intelligible.

Special—Bengal.

2658. Committees for the examination of candidates for the higher standard are to assemble annually, on the first Monday of July, at Simla, Landour, Murree, and Naini Tal; and quarterly, on the first Monday of January, April, July, and October, at Quetta and the head-quarter stations of divisions, districts, and brigades. Special committees will be sanctioned at any military station whenever it can be shown that there are not less than six candidates for examination. Should the 1st of January fall on a Monday, the examination will be held on the following day. Notice of the assembly of the committees should be given in station orders, and candidates wishing to attend should submit applications to the staff officer: civil subordinates of the public works department should submit their applications through the executive engineer. Assembly of committees: Bengal.

Special—Madras.

2659. At out-stations, examinations will be conducted by committees consisting of one officer who has passed the high proficiency test, or three officers who have passed at least the higher standard test, and will be held quarterly on the 20th and 21st of January, April, July, and October, except when either of these dates falls on a Sunday, when the following day (Monday) will be substituted. Test papers will be forwarded to officers commanding stations by the examiner in Hindustani, to whom *presidents* will forward examination papers direct, for final disposal. Madras.

2660. Examining committees will report their proceedings in the following form*:— Report of examining committees.

Report on the examination of (*a*)

by the higher standard in the Hindustani language.

Dated at 188 .

* In Madras, M. M. F. 428.

(*a*) Here enter figure or letter of candidate.

I.—Higher and Lower Standard—*contd.*

Written Exercise.

(*a*) 1. English into Hindustani, exercise attached, time
Ditto ditto, idiomatic sentence, time
2. Handwriting

Viva voce Examinations.

		Remarks.
3.	Reading and translating text-books . . .	3
(*a*) 4.	Ditto ditto Hindustani letter attached . . .	4
5.	Pronunciation	5
6.	Courts-martial	6
7.	Conversation (*b*)	7

Opinion.

We, the undersigned, do declare that the above is a fair and impartial report on the examination of the candidate, without the aid of a dictionary or other book, and without the assistance of a munshi or any other person.

(*c*) We are of opinion, as far as the oral part is concerned, that the candidate is (or is not) qualified according to the higher standard.

(Signature of Board.)

(*a*) Exercises and manuscript to be attached.

(*b*) The committee will be careful to record whether or not the candidate made himself readily understood.

(*c*) No candidate will be considered qualified by the higher standard unless reported "good," both in conversation and courts-martial.

NOTE.—This from to be used for the higher standard in Persian with the necessary modification.

Reports how disposed of.

2661. The reports are to be accompanied by the written translations and manuscripts read by the candidates. Each candidate's papers are to be separately made up and designated by a figure or letter assigned by the committee, and not by his name. The whole are then to be forwarded direct to the examiner in Hindustani, Madras.

Special—Bombay.

Civil and military examination committee.

2662. The civil and military examination committee meets on the first Monday in every month, and officers desirous of appearing before it for examination in the higher standard are to forward their applications in proper time, through divisions and districts, to the adjutant-general, Poona.

Station committees.

2663. Station committees will be assembled at the headquarters of divisions, districts and brigades, and at other stations when the proper number of officers are available, on the first Monday in every month, for the examination of candidates in the higher standard. The names of

I.—Higher and Lower Standard—*contd.*

officers and soldiers wishing to appear for examination are to be forwarded to the adjutant-general's office one month previous to the assembly of the committee to admit of the necessary papers being procured from the civil and military examination committee, Bombay.

Special—Bengal and Bombay.

2664. The committees will be composed, when practicable, of one officer of the civil service, and two or more military officers, who have passed the interpreter's examination or the higher standard; the senior to preside. As a general rule, the senior available qualified officers are to be appointed to the important duty of examiners on these committees, except when the local authorities may consider it expedient to select junior officers in consequence of their known proficiency in the languages or for other sufficient reasons. Composition of committees.

2665. The exercises intended for the written examination will be printed under the orders of the board of examiners at Fort William, Calcutta, or the civil and military examination committee at Bombay, by whom also the exercises for the oral examination will be fixed. The exercises for the examination to be supplied from Calcutta and Bombay to staff officers of stations.

The printed papers, accompanied by lists of exercises and blank forms of reports, together with a list of instructions, will be forwarded under the board's (or committee's) seal to the staff officer of the station. These envelopes are to remain in the hands of staff officers of stations, with the seals unbroken, until the day and hour of the examination, when they are to be delivered by the staff officer with the letter of instructions into the hands of the station committee at the appointed place of examination, in order that they may be opened and given to the candidates. In Bombay, the civil and military examination committee forwards sets of papers to the adjutant-general for issue to station committees as occasion may require.

2666. Committees are to record their proceedings on the printed forms furnished to them, and in the prescribed manner. The reports are to be accompanied by the written exercises of each candidate, and are to contain the opinion of the committee on the manner in which the candidate has passed the *vivâ voce* part of his examination. Each candidate's papers are to be separately made up, and designated by a figure or letters assigned by the committee, and not by his name (distinctive marks of any other description are not to be used). The whole are then to be forwarded direct by the president of the committee, to the secretary to the board of examiners, Calcutta, or to the civil and military examination committee, Bombay, as the case may be. Proceedings of the committee.

General Instructions.

2667. A memorandum of the names of the candidates and the distinctive figures or letters as affixed to the report of the committee, with a certificate from each candidate in the following form (to be written and signed in the presence of the board), is to be forwarded by the president (or examining officer) to the staff officer of the station, for Memorandum of distinctive marks.

transmission through the usual channel to the adjutant-general's office, Simla, or Ootacamund, as the case may be; this memorandum is to be considered by all parties as strictly confidential, and candidates and others are on no account to be made acquainted with the figure or letter assigned to them. The memorandum is to be prepared on India Army Form No. 78. (In Bombay, the documents mentioned in this paragraph are forwarded by the president direct to the adjutant-general's office, Poona.)

Candidate's Certificate.

Candidate's certificate.

"I certify on my honor that, in my examination, I have neither given nor obtained any aid whatever, and that previously to undergoing examination I was unaware what exercises would be set me, what part of the test-books I should be called on to read, or what questions would be asked me."

Duties of officers appointed to conduct examinations in preventing irregularities.

2668. The officers appointed to conduct either the lower standard or higher standard examinations will be held responsible that the examinations are conducted with propriety; and it will be their special duty to take proper precautions against candidates becoming acquainted, before examination, with the passages set in the books, or holding conversation with any one, except when required to do so for the purpose of their examination; also that the oral examination of one candidate is not overheard by others, and that in the higher standard examination the candidates do not render each other assistance in the preparation of their exercises. Should any of these irregularities occur, the examination will be considered as vitiated.

Place to be selected for the examination.

2669. The place selected for the assembly of examination committees should be the most spacious room in the station which may be available for the purpose, and the committee should meet there about one hour before the time appointed, in order to make the necessary arrangements for the examination. All the candidates are to be placed as far apart from each other, and from the committee, except when under examination, as the size of the room will admit.

II.—Tests in other Languages.

(*Bengal.*)

EXAMINATION IN PASHTU.

Lower Standard.

Pashtu—lower standard.

2670.—

	Marks.
Reading and translating with accuracy not less than half a page of the Ganj-i-Pakhtu	100
Conversing with the examiners or with natives of India on subjects likely to occur in the performance of regimental or professional duty, in the transaction of ordinary business, or in the course of every-day life	100

A candidate who obtains half marks in each subject will be held to have passed.

II.—Tests in other Languages—*contd.*

Higher Standard.

The following are the text-books and tests for examination by the higher standard :— Pashtu—higher standard.

Ganj-i-Pakhtu.
Tarikh-i-Mahmud-i-Ghaznavi. } As given in the Kalid-i-Afghâni.
Ballad of Shahzada Bahram.

First Day.

	Marks.
A written translation of a passage in narrative or historic style from English into Pashtu	100
Reading and construing portions of the text-books . .	100

Second Day.

Examination in the colloquial, consisting of—

Translation, *vivâ voce*, and with readiness, of a paper of conversational sentences read out by one of the examiners .	100
Conversation with a native of the country with fluency, and such correctness of grammar, idiom, and pronunciation as to be at once intelligible	100

(*a*) No candidate will be held to have passed by the higher standard who does not obtain half marks on the whole and half marks in the colloquial examination. Candidates who obtain three quarters of the maximum marks will be passed with credit.

(*b*) The object of this examination is to ensure a good colloquial knowledge of the language, and consequently no officer will be considered to have passed the examination, however thorough his grammatical knowledge may be, unless he is able to converse fluently with the people.

(*c*) Examinations by both the higher and the lower standards will be held at Peshawar and Dera Ismail Khan twice a year, on the first Monday and Tuesday in April, and on the last Monday in October and the following day.

(*d*) All applications for examination should be made at least one month previous to date of examination, through the commanding officer, to the secretary to government, Punjab, military department, stating clearly for which standard and at which place the candidates desire to present themselves for examination.

Examinations in Biluchi.

2671. Examinations in Biluchi by the higher and lower standards will be held on the dates and places fixed for those in Pashtu [paragraph 2670 (*c*)]. Examinations in Biluchi.

II.—Tests in other Languages—*contd.*

The tests will correspond with those laid down in paragraph 2670 for the examination in the higher and lower standards in Pashtu. The test-books and subjects of examination have not yet been finally fixed.

Applications for examinations should be made in the manner directed in paragraph 2670 (*d*).

Lower Standard in Persian.

Persian—lower standard.

2672. These examinations will be held on the dates and places laid down in paragraphs 2658, 2681, 2685, and 2686 of this section.

Tests.

The tests are as follows:—

(*a*) Reading and construing Books I to IV of the Gulistan, as contained in the Iqd-i-Gul (omitting Arabic phrases and poetry).

(*b*) Conversing with the examiners or natives with fluency, and with such correctness of pronunciation, grammar, and idiom, as to be at once intelligible.

(*c*) Manuscript-reading, as laid down for the higher standard in Hindustani (paragraph 6), but the documents should be specially selected for simplicity of language.

2673. The committee will be composed as for the higher standard in Persian (paragraph 2682). For the examination of medical officers or medical subordinates, a medical officer who has passed at least the lower standard in Persian will be in attendance; when such an officer is not available, any medical officer of experience may be nominated: an explanatory certificate from the officer commanding the station will in that case be attached to the proceedings. The decision of the committee will be final and not subject to review by officers commanding stations.

2674. The rules laid down in paragraphs 2655 and 2656 are applicable, *mutatis mutandis*, to the lower standard examination in Persian, except as regards the colloquial, for which no record in writing is required.

2675. No candidate is eligible for examination by the lower standard in Persian until he has passed either the H. S. or P. H. tests. In applying for permission to be examined, candidates should quote the G. O. C. C. notifying their having done so.

Tests for examination in other languages by the higher standard.

2676. Examinations will be held in the following languages by the higher standard. Candidates must be able to construe the text-books noted against each language with readiness and accuracy.

1. Arabic . { Nafhat-ul-Yaman, 1st part. / Selections from Alif Lailla.
2. Assamese—Manuscript records in Vernacular.
3. Bengali . { Nabanari. / Nalopákhyán.
4. Burmese { Latter's selections. / Yaythan-da-ra.

II.—Tests in other Languages—*contd.*

5. Canarese	Madras	Kathámanjari. Adachi Sooba-Ran's Canarese selections.
	Bombay	Æsop's Fables. Selections from McCulloch's Series of Lessons and Moral Class Book.
6. Gujerathi		Bálmitra, Volume I. Hope's Series, Part 7.
7. Mahrathi		Bálmitra, Volume I. Mooktámála.
8. Malayalum		Páthamála, Part I to page 72, inclusive. Panchatantra, Book 1.
9. Uriya		Hitopadesha. Batris Singhasan.
10. Persian		Iqd-i-Gul. Iqd-i-Manzúm.
11. Punjabi		Punjabi dialogues, by Pundit Sardha Ram, and the Sikhan de Raj di Vithya, omitting Part II, and Sections 19 and 20 of Part IV.
12. Sanskrit		Riju Pátha.
13. Sindhi		Æsop's Fables. Iasni Punshu.
14. Tamil		Kuthámanjari.
15. Telugu		Telugu selections, excluding Veman verses.

Subject of examination.

2677. The following are the subjects of examination for the higher standard:—

(*a*) Construing, with readiness and accuracy, from the prescribed text-books.

(*b*) Translating accurately, and with correctness of idiom and grammar, not less than half an ordinary octavo page of plain English into the language in which the examination is held. In Bombay, two English passages in two different styles are set for translation into the language of examination. When the language is either Marathi or Gujerathi, the candidate is required to write out one of the translations in the Balbodh character, and the other in the cursive character.

(*c*) Reading fairly and translating readily and correctly manuscripts in the above languages.

These manuscripts may be selected from the proceedings of a case in court, from reports or petitions addressed to civil and military authorities, from letters passing between natives of India in the ordinary course of business or from private correspondence. They should not be written with the clearness of a printed book, nor yet in a very cramped or crabbed hand, but in such a manner as fairly and honestly to represent the written characters generally employed.

II.—Tests in other Languages—*contd.*

(*d*) *Vivâ voce* translation into the language of a paper of English sentences, and conversing with the examiners, or in their presence with persons selected by them, with fluency, and with such correctness of pronunciation, grammar, and idiom, as to be at once intelligible. In Sanskrit the colloquial portion must be omitted. In Bombay, instead of a paper of English sentences, an extract from the proceedings of a court-martial is placed before a candidate for *vivâ voce* translation into the language of examination.

Officers serving in Assam may be examined in languages of hill tribes of that province.

2678. Officers serving in Assam may present themselves for examination by the higher standard in the languages of the hill tribes of that province. These examinations are held under the orders of the local government, and applications from officers desirous of being examined should be made to the secretary to the chief commissioner.

The languages in which examinations can be passed, and the only stations at which examinations can be held, are as follows :—

Abor	Sadiya.	Kuki	Silchar.
Miri		Manipuri	
Singpho		Garo	Dhubri.
Mishmi		Mech	
Kampti		Cachari	Tezpur.
Duffla	Tezpur.	Mikir	
Aka		Khasia	Shillong.
Angami	Kohima.	Synteng	
Lhota Naga		Tibetian (Bhutia)	Gauhati or Tezpur.

The tests for these examinations will be those laid down in chapter V, para. XLVI, of the "Rules for the Departmental Examinations of Assistant Commissioners, &c," published in the *Assam Gazette*, dated 24th March 1882.

Candidates need not have passed higher or lower standard.

2679. Candidates for examination under paras. 2676, 2687, 2689, need not have passed the higher or lower standard in Hindustani. They can only present themselves for one standard at once, but may be examined by any of the tests without having passed a lower test.

Examinations where held.

2680. Examinations in the following languages will be held as under :—

In Bengal, Arabic and Sanskrit	Calcutta only.
In Madras, Arabic and Sanskrit	Madras only.
In Bombay, Arabic* and Sanskrit	Bombay only.

Examinations by the high proficiency and degree of honor standards in Persian will take place only in Calcutta, Madras, and Bombay. Examinations in the other languages will ordinarily be held in the interior, except in cases when facilities for the purpose are not available.

* As members qualified to conduct examinations in Arabic, higher standard, are always available at Aden, candidates at that station are not required to appear before the civil and military examination committee at Bombay, but are permitted to be examined by local committees.

II.—Tests in other Languages—*contd.*

Examinations in Assamese, Burmese, Uriya, and Sindhi will be conducted by standing committees appointed by the governments of Madras and Bombay, or the local governments and administrations of provinces. All proceedings of such committees are to be submitted through the boards of examiners of the respective presidencies, who, to ensure uniformity, will furnish the committees with the necessary instructions and forms of reports, and will record the results, reporting all successful examinations to the proper department for publication in government or any general orders and local gazettes, as the case may require.

Examinations by the higher standard in Persian: Bengal.

2681. In Bengal, examinations by the higher standard in Persian will be conducted under the orders of general officers commanding by station committees, half-yearly, on the first Monday in April and October, at any military station where a board of qualified officers can be assembled.

Madras.

In Madras, for the convenience of officers at out-stations who may wish to be examined by the higher or lower standard in Persian, arrangements will be made for their examination on the dates specified in para. 2686, by military boards. Applications for examinations should be forwarded to the adjutant-general's office so as to reach not later than the 1st December or the 1st June. The application should state if a board can be assembled at the candidate's station.

Bombay.

In Bombay, examinations by the higher and lower standards in Persian and by the higher standard in Marathi, Gujerathi, and Canarese, are held by the civil and military examination committee on the first Monday in every month.

Composition of examining committee.

2682. The examining committee in each case will consist of one officer of either the military or civil service, as may be found practicable, who must have passed by the high proficiency standard in Persian, or, if no such officer is available, it will be composed of three officers (military or civilians) who have passed the higher standard in Persian; they are also available for conducting the examination by the higher standard in Hindustani. (In Bengal, the papers will be forwarded to the president through the general officer commanding, by the secretary to the board of examiners, for final decision in accordance with the custom obtaining in examinations by the higher standard in Hindustani.)

Rules applicable to higher standard in Persian.

2683. The rules laid down in paras. 2666—2669 are applicable to the higher standard examination in Persian.

Special—Bengal.

Examinations in Punjabi. (Bengal.)

2684. Committees for examination in the Punjabi language are assembled half-yearly at Meean Meer on the 10th January and 10th July, and are composed of three members, one an officer of the civil service, or other person selected by the government of the Punjab as being well acquainted with the Punjabi language, and two military officers who have passed an examination in that language. The character to be employed is the Gurmukhi. Applications for examination will be

forwarded to the brigade-major, Meean Meer, fifteen days prior to the dates above given.

Special—Madras.

Examination in certain languages held in Madras presidency.

2685. Examinations will be held on the dates specified in para. 2686, and in the languages mentioned below :—

1. Canarese	at	Mangalore, Bellary.
2. Malayalum	„	Calicut.
3. Uriya	„	Ganjam and Vizagapatam (not in Madras).
4. Tamil	„	Vellore, Trichinopoly, or at the headquarter stations of the collectorates of Chingleput, North Arcot, South Arcot, Salem, Coimbatore, Nilgiris, Tanjore, Madura, and Tinnevelly.
5. Telegu	„	Ganjam, Vizagapatam, Bellary; and at the headquarters of the collectorates of Godavery, Kishna, Nellore, Kurnool, Anantapur, Cuddapah, North Arcot, and Chingleput.

Examinations in the following languages cannot be held in the Madras presidency at present, but applications will be considered and candidates will be informed where they can be examined :—

Assamese.	Gujerathi.
Biluchi.	Maharathi.
Bengali.	Punjabi.
Burmese.	Pashtu.

Sindhi.

Half-yearly examinations held at the presidency. (Madras.)

2686. Such of the examinations in paras. 2672, 2676, 2687, 2689, as can be conducted in the Madras presidency, will ordinarily be held half-yearly at the presidency, by the board of examiners, on the third Monday in January and July. Applications for examinations should be forwarded to the adjutant-general's office so as to reach not later than the 1st December or the 1st June.

III.—High Proficiency and Honors.

Subjects of examination for high proficiency.

2687. The following are the subjects for the high proficiency examination :—

(*a*) *Vivâ voce* translations from the undermentioned books :—

Urdu	Ikhwán-u's-Safa. Nasr-i-be-Nazir. Aráish-i-Mahfil. Musnawiyát of Saudá.
Hindustani	Ráaj Niti. Prem Ságar. Rámáyana, Book II.

III.—High Proficiency and Honors—*contd.*

Bengali	Sitáharana. Sakuntalá. Sitár Banabása. Bijaya Ballabha.
Uriya	Hitopadesha. Batris Singhásana. Rámáyana, Sundara Kánda.
Arabic	Nafhat-u'l-Yaman. Selections, Alif Lailá.
Persian	Gulistan. Bostan. Mirza Hairat's translation of Malcolm's History of Persia, Vol. II.
Sanskrit	Hitopadesha. First nine cantos of Raghuvansa (expurgated edition by Iswara Chandra Vidyasagar).

(*b*) A written translation of a previously unseen passage in the language (to be selected from the current literature of the day in all languages, except Sanskrit) into English.

(*c*) A written translation of an English passage into the language.

(*d*) A written translation of idiomatic sentences in English into the language.

(*e*) Conversation in the language (except in Sanskrit).*

(*f*) Reading and translating at sight manuscript in the language.

(*g*) Dictation in the language of a translation made at sight from a paper in English placed before the candidate.

(*h*) A paper of grammatical questions.

Officers, warrant officers and soldiers receive donations on passing high proficiency.

2688. Officers, warrant officers, and soldiers of all ranks, on passing the high proficiency examination in any of the above-mentioned languages, are entitled to receive the donation prescribed. Whenever the test is passed with extraordinary credit, the candidate will be presented with a gold medal.

Subjects for degrees of honor.

2689. Examination for degree of honor :—

(*a*) The following are the subjects for the honor examination :—

Urdu	Fisána-i-Ajáib. Diwán of Atash, first half. Kulliyat of Saudá. Urdu-i-Mualla of Ghálib.
Hindi	Sátsaya of Behari Das, with commentary of Sri-Lallu Láll. Sabhábilas. Rámáyana of Tulsi Das.

* The colloquial test in Arabic will in all cases be introduced from the 8th October 1886.

Sec. XXIV. III. **Native Languages.**

III.—High Proficiency and Honors—*contd.*

Bengali	Mahábhárata, translation by Kasi Das, Books I to III. Kádambari. Alláler Gharer Dulál, by Babu Piari Chand Mittra. Kapála Kundalá, by Babu Bankin Chandra Chatterjee.	
Persian	Akhlák-i-Jaláli. Insh-ái-Abúl Fazl. Sháh Námah, one volume, or about one fourth of the whole. Diwán of Háfiz.	Edition recently published and available at the library of the Board of Examiners, Calcutta.

N.B.—Candidates will be required to give the general meaning of any short Arabic quotation or expressions which may occur in the test-books, but not to translate lengthy passages.

Arabic	Hámasah, 1st two books, pp. 1—109, Calcutta edition. Timur Námah. Mukamát of Hariri, first half. Saba Muallakát.
Sanskrit	(*a*) 1st and 2nd Adhyayas of the 1st Ashtaka of the Rigveda Sanhita. (*b*) Cantos I to VI and XI to XVIII, inclusive, of the expurgated edition of the Kiratárjuniya of Iswara Chandra Vidyasagar. (*c*) Sakuntala Nataka. Edited by Iswara Chandra Vidyasagar.

(*b*) A written examination in the books, the papers set to include questions on grammar and prosody.

(*c*) A *vivá voce* examination in the books.

(*d*) A written translation into English of a difficult unseen passage in prose (to be selected in all languages, except Sanskrit, from the current literature of the day).

(*e*) A written translation into English of a difficult unseen passage in verse.

(*f*) A written translation into the language of a difficult passage in English.

(*g*) Conversing with accuracy and fluency (except in Sanskrit).*

(*h*) Reading and translating at sight manuscript in the language.

(*i*) Dictation in the language of a translation made at sight from paper in English placed before the candidate.

* The colloquial test will in all cases be introduced from the 8th October 1886.

III.—High Proficiency and Honors—*concld.* IV.—Miscellaneous.

Examinations only held at presidency towns.

2690. Examinations for a degree of honor will be of a searching nature, and the exercises, both oral and written, must be performed with such excellence as distinctly to establish a claim to eminent proficiency. Examinations can only be held at the presidency towns.

Gold medal given for degree of honor.

2691. Every candidate obtaining a degree of honor in the vernacular languages will, in addition to the donation authorised by Army Regulations, India, volume I, part I, be presented with a gold medal by the government of the presidency in which he is serving. Those who may be debarred by length of service from the pecuniary rewards, are still eligible for the gold medal.

All questions given need not be answered.

2692. In the examinations for high proficiency and honors, the papers set will not be confined to a few questions, the current answering of which is *obligatory*, to pass a candidate; but they will contain a large selection of topics from which the examinee may choose those which he finds best suited to his attainments, the questions being appraised according to their value by a fixed number of marks referred to the total obtainable for the whole paper. It will be sufficient if the candidate answer, well and fully, enough of them to obtain a certain proportion of the total marks.

Arrangement of successful candidates for the degree of honor.

2693. Successful candidates for the degree of honor are to be arranged in two divisions according to the number of marks obtained. For the first division, 80 per cent. of the marks all round, and not less than 60 per cent. in any one paper; for the second division 60 per cent. all round, and not less than 45 per cent. in each paper. Only those passing in the first division will be entitled to the pecuniary reward and gold medal; those passing in the second division will be allowed the necessary leave and travelling allowances only; and not allowed them a second time, should they elect to compete again for a degree of honor.

The names only of those passing in the first division will be published in general orders.

Those passing by the second division are entitled, *on application to the secretary, board of examiners,* to receive a certificate to that effect.

IV.—Miscellaneous.

Special—Bengal.

Rules for examination of officers in the native languages before the board of examination at Fort William.

2694. The following are the rules for the examination of officers in the native languages before the board of examiners at Fort William :—

(*a*) A general examination is held by the board of examiners monthly, usually on the first Monday of the month, and all officers authorised by government to be examined by the board are admitted to examinations by the higher standard, and those held at the presidency.

IV.—Miscellaneous—*contd.*

(*b*) Applications for examination from military officers are to be made to the secretary to the board of examiners, through the officer commanding the presidency district. Candidates are invariably to state their addresses in their applications.

(*c*) All applications are to be forwarded in sufficient time to reach the secretary to the board on or before the 25th, or if the examination be for a certificate of high proficiency, or a degree of honor, on or before the 20th day of the month preceding that in which the examination is held.

(*d*) The examination hours are from 10 A.M. to 1 P.M., and from 2 P.M. to 5 P.M. Candidates arriving one quarter of an hour after the hours named above for commencing the examination are excluded from the examination. Candidates are to sign their names legibly on each of their exercises.

(*e*) The high proficiency examination will last three days; that for the degree of honor, four.

(*f*) No candidate can present himself for examination by the same standard until one monthly examination or two months have intervened from the date of the examination at which such candidate may have been examined and failed to pass. Special examinations are not granted except by order of government.*

(*g*) Candidates are not to call on the secretary of the board or on any of the examiners, for the purpose of ascertaining the result of their examination. A copy of the board's report, embodying the remarks of the examiners on his oral and written exercises, is sent to each candidate as soon after the examination as is practicable.

Applications for special examinations from unsuccessful candidates.

2695. Applications for special examinations from unsuccessful candidates are to be forwarded to the deputy assistant adjutant-general, presidency district, for submission to the secretary to government in the military department, Calcutta, through the secretary, board of examiners, within one week after receipt of notification of failure at the ordinary examination.

Exercises not to be taken from the test-books.

2696. The written exercises given candidates in any examination in the native languages are *never* to be taken from one of the test-books laid down for such examinations, nor can they be translations of it or any part of it.

Special—Madras.

Examinations at the presidency. (Madras.)

2697. Examinations in the Hindustani language by the higher and lower standards are held on the first Monday in each month (not being the first day of the year) by the examiner in Hindustani at the court-martial room, Fort St. George.

Applications and correspondence.

2698. Applications from candidates desirous of being examined at Madras should be forwarded to the examiner in Hindustani on or before the 25th of the month preceding that in which the examination is to be

* Applicable to Bombay.

IV.—Miscellaneous—*contd.*

held. All correspondence connected with examinations should be addressed to that officer direct.

2699. Candidates failing to pass are not competent to be examined again until the expiration of three months from date of failure; but the examiner in Hindustani is empowered to postpone the examination of unsuccessful candidates for 6 months in cases where he may consider it desirable, taking into consideration the qualifications of the candidate at the time of his failure. Candidates failing not to appear for three months.

2700. After examination, officers are forbidden to call on the examiner, to question his decision, or to discuss the subject of their examination. Candidates not to call on examiner.

2701. A candidate cannot be permitted to present himself for examination in the same language and test more than three times if the examination be a purely voluntary one; but in no case is this restriction to be held to apply to any examination which is of a compulsory nature, or is a qualifying test for entrance to the staff corps, appointments on the general or personal staff, or for any employment whatever, civil or military, under government. Number of times a candidate may be examined.

2702. The provisions of paragraph 2696 are applicable to Madras. Exercises not to be taken from test-books.

General Regulations.

2703. Examinations by the high proficiency and honor standards will be held quarterly on the first Monday in January (not being the first day of the year) April, July, and October of each year, at Calcutta and Bombay, and at no other time. In Madras, examinations by the high proficiency test in Hindustani (Urdu) will be held by the examiner in Hindustani quarterly on the dates specified in this paragraph. High proficiency examinations in other languages are held by the board of examiners on the dates specified in paragraph 2686. Examinations by the high proficiency and honor standards when held.

2704. It is to be understood that a period of leave sanctioned under article 734, Army Regulations, India, vol. I, part 1, is obtainable for each language undertaken. Leave to study.

2705. Candidates for degree of honor in Arabic or Persian are permitted to pass their leave in any country where the language studied is usually spoken. Candidates for degree of honor in Arabic or Persian may pass their leave in any country where language studied is spoken.

2706. Commissioned and warrant officers, and non-commissioned officers and soldiers, are permitted to present themselves for examination in the whole of the languages enumerated in this section, subject to the restriction as to rewards as laid down in Army Regulations, India, vol. I, part 1. Officers, warrant officers, non-commissioned officers, and soldiers can present themselves for examination in all languages enumerated in this section.

2707. All other persons in the employment of government are eligible to present themselves before military boards for examination, the Examinations of persons not military by military boards.

IV.—Miscellaneous—*concld.*

necessary permission being obtained through the head of their departments. In Madras, the test papers in such cases, for higher standard examinations, will be obtained from the board of examiners, who will also dispose of them.

(*N.B.*—Provided that nothing herein contained shall remove or alter any of the restrictions regarding permission to appear for examination, under clause 8 of the rules of the 2nd January 1880, for the examination of junior civilians in oriental languages, and for the high proficiency and degree of honor tests, and to obtain the rewards attached to them, which may be at present in force.)

No person not in government employment should be examined by a military board, unless the special sanction of the local government or administration has been obtained. The successful passing of these examinations gives in no respect any claim to employment under government.

Officers, Indian medical service.

2708. All commissioned officers of the Indian medical service, who being natives of the country are, under existing regulations, debarred from obtaining rewards for passing in Hindustani, are exempt from passing qualifying examinations in the language.

SECTION XXV.—UNATTACHED LIST.

I.—General Regulations.
II.—Qualifications for detached employ.
III.—Native Unattached List.
IV.—Forest Department (Bengal).

I.—General Regulations.

Object of unattached list.

2709. The object of the unattached list is to prevent reduction of the effective strength of regiments; no non-commissioned officer or soldier can, therefore, be permanently detached from his regiment unless transferred to the unattached list.

Appointments involving transfer to the unattached list.

2710. The appointments involving transfer to the unattached list are enumerated in Army Regulations, India, volume 1, part I.

Men to be recommended for detached employ.

2711. The attention of commanding officers of regiments is directed to the advantages held out to soldiers by the wide range of staff employment open to them in India, which, if reserved as rewards for men of good character and educational attainments, may be effectually used to induce a spirit of steadiness and a desire for improvement throughout the army; and every effort should, therefore, be made to encourage men to qualify themselves for detached employment. Commanding officers are to refrain from recommending for the unattached list any but men of undoubted good character, who have established a reputation for sobriety, and are, consequently, unlikely to bring discredit on the army when placed in positions of trust away from regimental control; and in forming an estimate of a soldier's character, they should be guided by the results of personal observation rather than by the mere absence of entries from the defaulters' book, as the latter circumstance does not, of itself, afford a conclusive guarantee of the man's respectability or integrity of conduct.

Employment of specially trained men.

2712. Soldiers of the royal engineers are not, as a rule, to be appointed to any but the scientific departments, such as the public works, survey, and telegraph; and specially trained men, such as armorer sergeants, are not to be transferred from their regiments until arrangements are made for the appointment of their successors.

Soldiers serving in a corps in one presidency transferred to unattached list of another presidency.

2713. A soldier belonging to a regiment stationed in one presidency cannot be transferred to the unattached list of another presidency, unless he consents previously to be transferred to a regiment serving in the latter, of the same arm of the service as his own, which consent is to be attached to the application made for his transfer to the unattached list.

Procedure for the transfer of soldiers to the unattached list.

2714. Under the regulations contained in paras. 2754—2791, commanding officers will notify direct to heads of departments the names and qualifications of eligible candidates serving under their command who are desirous of staff employment, and in the cases of candidates for

the commissariat department, they should possess certificates of proficiency as required by para. 37, Army Regulations, India, volume V, "Commissariat," with a view of being duly registered for vacancies as they may occur. When the services of a candidate are required, the department concerned will apply direct to the adjutant-general (in Madras to the officer commanding the station), or in the case of artillerymen, to the deputy adjutant-general or assistant adjutant-general, royal artillery.

It must be distinctly explained to all non-commissioned officers who are candidates for employment on the petty staff of the army, that after their transfer to the unattached list they are liable for incompetency or misconduct to be remanded to their corps as privates.

Applications for transfer to unattached list.

2715. As soon as a candidate joins a permanent appointment, the head of the department will apply to the adjutant-general, on India Army Form No. 53, for his transfer to the unattached list, noting in the application the date of his joining the department, in view to the transfer taking place from that date. Previous to his transfer the soldier must sign a certificate to the effect that he is cognizant of the orders contained in paras. 2712—2745, and that he is prepared to abide by them.

Certificates by regimental warrant or non-commissioned officers on joining the department.

2716. A regimental warrant or non-commissioned officer of higher rank than sergeant, joining a department in which the sergeants are not eligible for promotion to the warrant grade, is to sign a certificate to the effect that he voluntarily reverts to the rank of sergeant. A regimental warrant or non-commissioned officer joining a department in which the sergeants are eligible for promotion to the warrant grade, is, if of higher rank than color sergeant, to sign a certificate to the effect that he voluntarily reverts to that rank.

Color sergeants appointed orderly room or paymaster sergeants to hill or othe depôts not required to revert to sergeant.

2717. Color sergeants appointed orderly room or paymaster sergeants to hill or other depôts will not be required to revert to sergeant.

Non-commissioned officers in class II for pension appointed 1st class sergeant instructors to volunteer corps not required to resign their rank.

2718. Non-commissioned officers in "class II" for pension (Royal Warrant, 1884) appointed first-class sergeant instructors to volunteer corps in India, are not required to resign their rank and revert to that of sergeant.

Applications for transfer of artillerymen.

2719. In the case of artillerymen, the recommendation rolls and applications for transfer to the unattached list, referred to in the preceding paragraphs, are to be sent by the officer commanding the battery for the approval and countersignature of the officer commanding the royal artillery in the division or district, before they are forwarded to the department.

I.—General Regulations—*contd.*

Date of transfer and subsequent promotion.

2720. On a non-commissioned officer proceeding to take up a permanent appointment on the unattached list, promotion will be made regimentally in his place from the date he is struck off duty. The regimental promotion of a soldier ceases when he leaves his corps to take up departmental or detached employ; his subsequent promotion, on transfer to the unattached list, will be regulated according to the rules of the department to which he is appointed (paras. 2723 and 2748).

Casualties amongst candidates for detached employment to be reported.

2721. Casualties amongst men whose names have been recorded for departments, or who have been recommended for staff situations involving transfers to the unattached list, are to be reported to the departments concerned, or to the officer to whom the recommendation was forwarded; and the same course is to be adopted in cases where men may have changed their mind, or have become undeserving from misconduct, or disqualified by sickness. When a regiment leaves the country, the corps, for which candidates for staff employment who have elected to remain behind have volunteered, is also to be communicated to heads of departments concerned.

Soldier placed on unattached list becomes subject to departmental superiors.

2722. When a soldier if placed on the unattached list he becomes subject to his departmental superiors in all respects, and any service that may be required of him by military authority must ordinarily be obtained by application to the chief departmental officer on the spot.

(*a*) A soldier belonging to the unattached list continues subject to the general provisions of the Army Act, 1881, and is therefore bound to obey the lawful commands of his superior officers; but on ordinary occasions any order of military authority should be conveyed to him through his departmental superior, civil or military, on the spot. In those situations where a soldier is entrusted with independent executive duties, any service required of him by military authority should ordinarily be communicated in writing, but on emergence an order from military authority may be conveyed to him verbally by an officer or soldier.

(*b*) Whenever a soldier on the unattached list is charged with the commission of any offence against the Army Act, 1881, military authority should investigate the charge and otherwise deal with the case only after obtaining the sanction of the chief departmental officer on the spot. Where the soldier is himself discharging independent executive duties, and there is no departmental officer on the spot superior to him, and the ends of discipline compel the immediate arrest of such soldier, prompt information by telegraph and letter must be given to the departmental officer under whose orders such soldier is serving, in view to arrangements being made by him for the conduct of the duties of the department relinquished by such soldier placed in arrest. • • •

(*c*) The pay, promotion, retirement, and pension of soldiers on the unattached list are regulated by rules made from time to time by the governor general in council.

I.—General Regulations—*contd.*

Promotion of soldiers transferred to unattached list.

2723. Soldiers of the unattached list, under the rank of sergeant, who have been three years in the service, may be recommended by their immediate superiors for the rank of sergeant, after 12 months' effective service, with uniform good conduct in their appointment or department, reckoned from the date of joining. Such rank is, however, conditional on their remaining on the unattached list, and should they be remanded to their corps (except for discharge to pension), they will, unless previously reduced, return to them with the rank they held at the time of transfer to the said list. Application for this promotion is to be made to the adjutant-general on India Army Form No. 52, and should be submitted so soon as the soldier becomes qualified; but if delay occurs and a back date is asked for, an explanation of the circumstances must be appended. The provisions of this paragraph do not apply to the viceroy's or governor's (Bombay) band.

Army rank of men on unattached list is their real rank.

2724. The rank attained by non-commissioned officers or soldiers on the unattached list, is their army rank for the time being, and it is in this rank that they are to be addressed instead of the inferior rank they hold regimentally. The unattached list rank should be entered in their record of services, their discharge documents, and the parchment certificates given to them on discharge.

Privileges of soldiers on unattached list.

2725. Soldiers transferred to the unattached list retain the advantages of gratuitous medical attendance for themselves and families, and the benefit for their families of the army schools, and of the postal regulations for soldiers' letters for themselves.

Allowed to deposit their savings in government savings bank.

2726. They are also allowed to deposit their savings in the government savings bank as civil depositors, and such savings can be paid for deposit, either direct into the nearest civil treasury, or by deduction from a pay abstract through a military paymaster.

Records of soldiers on unattached list.

2727. The records of soldiers on the unattached list are to be retained by their regiments (those of the royal artillery by the deputy adjutant-general or assistant adjutant-general, royal artillery), and kept up, as far as possible, in the same manner as those of men serving at head-quarters, copies only being furnished to departments: the original medical history sheets will be attached to the other regimental records and are not to be separated from them. The following are to be carefully noted in the register sheets, and reported in the casualty returns submitted to the depôts: reversion from staff sergeant on transfer to the unattached list; promotion to sergeant on the unattached list; promotion to the warrant grade; transfer from one department or regiment to another; furlough to Europe, and remands to regimental duty. Departmental grading and appointments are not to be recorded in the regimental records.

Supply of data for correction of records.

2728. To enable commanding officers to comply with the provisions of the above paragraph, all data connected with the transfers to the unattached list, promotions to sergeant, transfers from one regiment or department to another, and remands, will be communicated by the

adjutant-general; all entries in the medical history sheets to be reported annually on the 15th January by departmental officers direct to regiments, and in the case of artillery soldiers to the deputy adjutant-general or assistant adjutant-general, royal artillery. Regiments will call for this information should it not be received by the end of the month in each year, and all other information will be reported direct to regiments, or in the case of artillerymen to the deputy adjutant-general or assistant adjutant-general, royal artillery, by departmental officers, who will also keep up the copies of the records in their possession of the men under their orders. Records of courts-martial are to be furnished to regiments by the staff officer of the station in which the trials take place.

Changes in families of warrant officers and men on unattached list to be reported.

2729. All changes or casualties, such as births, deaths, or marriages, invaliding, discharge, dismissal, &c., which may take place among men on the unattached list, or their families, are to be reported immediately by departmental officers, direct to the corps on the rolls of which the men are borne as supernumeraries or in the cases of artillerymen to the deputy adjutant-general or assistant adjutant-general, royal artillery; those of departmental warrant officers being made to the adjutant-general in view to the necessary alterations being made in the regimental records. No other sanction for the marriage of a soldier on the unattached list is necessary, but that of the departmental officer under whom the man is serving.

Men on the unattached list requiring change of air may be sent to hill depôts.

2730. Non-commissioned officers and soldiers on the unattached list requiring change of air to the hills for the benefit of their health are to be treated like regimental non-commissioned officers and men; and under the orders of general officers commanding divisions and districts, and, after examination by a medical board, are to be sent to a hill depôt under military supervision, for duty like other men of their rank. While so detached, they will continue to be borne on the strength of their departments. They are required to take their uniforms with them.

Re-engagement and extension of service of warrant and non-commissioned officers and privates on the unattached list.

2731. Departmental warrant officers, desirous of re-engaging or of extending their army service, will, if serving under a military officer, be medically examined under arrangements to be made by that officer, and required to make in his presence the necessary declaration on Army Form O 1724 or B 221, as the case may be. This officer will then sign the declaration as recommending officer, and submit it, when completed, to the general officer commanding the division or district, by whom the application will be dealt with as competent military authority, and forwarded, if confirmed, to the adjutant-general for record, and for transmission of a copy to the head of the warrant officer's department. But in the case of warrant officers who may be serving under departmental officers who are not commissioned military officers, they will proceed to the nearest military station and report themselves to the station staff officer, who will arrange for their being medically examined and making the required declaration in his presence. He will then sign the declaration and dispose of it as above.

I.—General Regulations—*contd.*

In case of re-engagement a copy of the warrant officer's record of service must accompany the declaration.

Non-commissioned officers and soldiers of the British army, borne on the unattached list, can only re-engage or extend their service in the particular corps on the rolls of which they are returned as supernumeraries, and within the limits of service fixed by the Queen's Regulations and Orders for the Army.

When a soldier thus circumstanced wishes to re-engage or extend his service, application must be made by the head of the department, to the officer commanding his regiment or battalion, by whom the re-engagement or extension will be carried out under the regulations in force.

When a soldier of the royal artillery, borne on the unattached list, is desirous of re-engaging or extending his service, the following course will be adopted:—

If serving under a military officer, such officer will arrange for the soldier being medically examined and making the required declaration on Army Form O 1724 or B 221, as the case may be, in his presence, and forward the declaration, when completed, to the deputy adjutant-general or assistant adjutant-general, royal artillery, for disposal, as competent military authority.

If serving under a departmental superior who is not a commissioned officer, the soldier will proceed to the nearest military station when the station staff officer will make the same arrangements as for warrant officers (para. 2731), but will forward the declaration to the deputy adjutant-general or assistant adjutant-general, royal artillery, for disposal, as competent military authority.

Services of men on unattached list to be watched.

2732. Commanding officers are required to watch the services of individuals on the unattached list who are borne on the rolls of the corps under their command, in view to their re-engagement when, or before, the first term of their engagement expires, as well as to their extension of army service in cases of men enlisted for the reserve.

Transfer from one department to another.

2733. Transfers of soldiers on the unattached list from one department to another must have the approval of the heads of both the departments concerned. Applications for such transfers are to be forwarded for the sanction of the commander-in-chief through the adjutant-general, except in the case of a transfer to the public works department, when the government in that department is to be addressed.

Reserve men wishing to join their regiments.

2734. Soldiers on the unattached list may, with the consent of their departmental superiors and with the sanction of the commander-in-chief, be permitted to resign their positions on the unattached list. Except in the case of royal artillerymen whose position on return to regimental duty will be regulated by the deputy adjutant-general or assistant adjutant-general, royal artillery, under the orders of the commander-in-chief,

I.—General Regulations—*contd.*

they will rejoin their regiments as the juniors of the rank in which they were transferred to the unattached list, and when there is no vacancy on the establishment of that rank, they will be borne as supernumeraries until absorbed.

When an unattached list appointment is abolished, the incumbent will, if not provided with another appointment rendering his remand unnecessary, return to his regiment in the position he held previous to his transfer to the unattached list.

Reserve men wishing to rejoin their regiments.

2735. Soldiers enlisted for reserve service who may wish to rejoin their regiments on the termination of their army service, and to go home to complete their service engagement, are, on the necessary application being made to the adjutant-general, remanded to their corps in the rank they held prior to their transfer to the unattached list.

Unattached list men going to Roorkee or to the civil engineering college, Madras.

2736. Soldiers on the unattached list, who are selected as student for the Thomason college, Roorkee, or the civil engineering college Madras, are required to resign their positions on that list, and revert to that which they held previous to their transfer.

Remand of soldiers to their regiments for misconduct.

2737. When it is considered desirable to remand a soldier on the unattached list to regimental duty for misconduct or inefficiency, an application is to be made to the adjutant-general, in which full particulars are to be given of the reasons requiring the remand, accompanied by a copy of the individual's departmental character and defaulter sheet, and a copy of the defaulter sheet received from the regiment. If, pending his remand, a soldier is suspended, he is to be sent to the nearest station where there are British troops, there to be attached to a regiment until orders for his disposal are received, a report being made by the department to the general officer commanding. It will remain for the commander-in-chief to order, on directing the remand of a soldier to his regiment, whether he returns as the junior of the rank he held on transfer to the unattached list, or be reduced to a lower grade or to the ranks.

Remand of soldiers tried by court-martial.

2738. Whenever a soldier on the unattached list is tried by a court-martial, and convicted of the offence with which he is charged, he will invariably be remanded to his regiment, and will be handed over, on the confirmation of the proceedings of the court, to the military authorities on the spot; an application for the remand, accompanied by a copy of the charge, finding, and sentence, being forwarded without delay to the adjutant-general. If a soldier is tried and acquitted, and the department still desire his remand, an application is to be submitted in the manner detailed in the preceding paragraph. In all cases where trial is considered necessary, the application for court-martial is to be submitted through the military authorities on the spot to the adjutant-general for consideration of the commander-in-chief.

Volunteering of non-commissioned officers and men on their regiments leaving India.

2739. Non-commissioned officers and soldiers on, or on probation for, the unattached list, will be retained on the rolls of their corps as supernumeraries; on the departure of their corps from India, or from one

I.—General Regulations—*contd.*

presidency to another, they will be required to resign their detached appointments unless they volunteer for other corps of the same arm serving in the presidency. Non-commissioned officers so transferred will retain their rank on the unattached list and will be borne as supernumeraries on the returns of their new corps, in the rank which they held in their former corps when transferred to the unattached list. When remanded to their new corps (if not previously reduced), they will join in the rank in which they are borne on the regimental returns, and will remain supernumerary of the rank until absorbed.

Applications from non-commissioned officers and men of the royal artillery on the unattached list to resign their appointments and return to duty, with a view to proceeding to England with a battery after a long service in India, will, on being referred to the deputy adjutant-general or assistant adjutant-general, royal artillery, be specially considered.

Soldiers remanded to military duty.

2740. A soldier (including soldiers of the late local Indian army who volunteered for general service) remanded to military duty will return to the regiment on the returns of which his name is borne, or to any other of the same arm of the service selected by the commander-in-chief should the corps have left the country. A soldier of the local Indian army who has not volunteered for general service, will be sent to do duty with the invalid battalion at Chunar in Bengal, or may, as a temporary arrangement only, be attached to do duty with any British regiment in India.

Discharge of soldiers considered unfit for further duty in India.

2741. Soldiers on the unattached list considered unfit for further duty in India, or requiring change of climate out of India, who are ineligible for furlough, will be remanded to their regiments with the view of their appearing before the annual invaliding board, on application to that effect accompanied by a medical certificate being made to the adjutant-general. Soldiers so situated will retain their unattached list rank in England until discharged or sent to regimental duty at the depôt.

Discharge of a soldier on the unattached list.

2742. Applications for discharge by indulgence or otherwise of soldiers on the unattached list, are to be forwarded by the officer under whom they are immediately serving, to the corps on the rolls of which the men are borne (or to the deputy adjutant-general or assistant adjutant-general, royal artillery, in the case of soldiers of the royal artillery), with a memorandum of the applicant's conduct. These applications will then be transmitted to the adjutant-general, in view to the issue of the necessary order for the remand of the men to their corps for the purpose of discharge. In cases where it will not be convenient for the men to join their corps, the proceedings of the regimental board assembled at the headquarters of the corps to verify their service, &c., will be sent to their departmental officer for the soldier's signature, which must be attested by that officer, who will finally return the documents to the corps for disposal in the usual manner.

I.—General Regulations—*contd.*

Preparation of discharge documents for men on the unattached list.

2743. Non-commissioned officers holding superior unattached rank to that on which they are borne on the rolls of their regiments, should not, previous to discharge to pension, be remanded to their regiments for duty in their lower regimental rank; it will be sufficient for the officers commanding their regiments to be informed of their remand to the corps in view to discharge, their cases being dealt with as prescribed in the preceding paragraph, and the men themselves sent home under the regulations in force.

Disposal of men awaiting discharge.

2744. Soldiers who are desirous of remaining in India after discharge, are not to be struck off the rolls of the unattached list until they receive their parchment certificates of discharge, duly confirmed; but in the case of men requiring passage to England, they must be struck off the unattached list and remanded to their corps, the neccessary applications being submitted to the adjutant-general in time to admit of their joining the time-expired men of the division or district in which they are stationed, with their papers complete, which will be handed over to the charge of the officer commanding the party for custody during the passage to England.

Good-conduct pay of men remanded.

2745. Soldiers remanded from the unattached list are entitled to count as service for good-conduct pay the period they may have passed in staff employ; but if they have been remanded as a punishment for misconduct, that circumstance is to be recorded in the regimental defaulters' sheet, and such entry will have the same effect as similar entries have in regard to soldiers serving in regiments. The fact of a non-commissioned officer being remanded as such to a regiment will not be entered in the regimental defaulters' book, but the offence will be entered in the troop, battery, or company defaulters' book.

Minor punishments for soldiers on the Unattached List.

Powers of departmental officers in awarding punishments.

2746. The following are the rules regulating the minor punishments of British soldiers on the unattached list:—

(*a*) Every departmental officer, either civil or military, has the power of suspending from duty any soldier or non-commissioned officer on the unattached list, and of inflicting a fine not exceeding five days' departmental pay and allowances: the military pay must not be included in this fine.

(*b*) The departmental head of the circle alone has the power of recommending the remand of a non-commissioned officer or soldier on the unattached list to his regiment.

(*c*) In order that the departmental officer, upon whom falls the duty of investigating offences, may be in a position to know the character and conduct of those under him, a departmental defaulters' book, Army Form B 120, and a character book, India Army Form No. 8, are to be kept up. In the former will be recorded all such offences of a character which would tend to the offender being remanded to

I.—General Regulations—*contd.*

regimental duty, such as drunkenness, insubordination, or crimes of serious character; in the latter, trivial offences, for which a minor punishment, such as a reprimand, or fines of departmental pay, &c., have been inflicted.

(*d*) For all first offences, not of an aggravated character, mild reproof and admonition are to be tried, and punishment is not to be resorted to until a repetition of the offence shall have shown that the milder treatment has not been productive of the desired effect.

(*e*) When an offender, from the frequency of his offences (not cognizable by court-martial) is deemed incorrigible, a special report should be made to the head of the department with a view to his being remanded to his corps (paragraph 2737).

(*f*) All offences are to be investigated and witnesses examined in the presence of the offender by the senior officer (civil or military) of the department on the spot.

(*g*) An offender should not be awarded punishment until the day following that on which his offence was committed.

(*h*) Every case should, if practicable, be investigated and disposed of within forty-eight hours of the offence being committed, unless it be preparatory to a court-martial, or the case be submitted to higher authority.

(*i*) When several of a department are serving in the same place or station, the chain of responsibility and discipline should be preserved according to departmental rank, and an offender should always, when practicable, be brought up for the investigation of his case in charge of a departmental senior.

(*j*) In addition to any fine or punishment awarded, an offender shall forfeit his departmental pay whilst under suspension and absent from his duties.

(*k*) Every officer with power to award punishment is to be in possession of the departmental defaulter sheets of the men under his immediate command; all entries in these sheets are to be in his handwriting, and a copy of the entries is to be forwarded to the head of the departmental circle for record in the circle defaulter book.

(*l*) When a non-commissioned officer or soldier is transferred from one station or branch to another, his departmental defaulter sheet is to be forwarded by post to the officer under whose command he is to serve.

(*m*) No entry in a departmental defaulter book in any way affects a soldier's claim to good-conduct pay.

Warrant officers' documents.

2750. All documents of departmental warrant officers will be kept in the adjutant-general's office in each presidency.

The copies of records of service and other papers of warrant officers in possession of heads of departments will be retained and kept up by them.

In promotions to the warrant grade, the officers commanding the corps concerned will obtain the original attestation from the depôt and forward it to the adjutant-general of the presidency. The records of soldiers promoted to the warrant grade are to be closed to date of promotion, and forwarded, together with all other documents of the warrant officer in possession of the regiment, to the adjutant-general.

Reports of casualties.

2751. Casualties amongst warrant officers are to be reported, as early as possible, after their occurrence to the adjutant-general and to the secretary to government in the military department by departmental officers (paragraph 2729).

Claims to pension of warrant officers.

2752. Warrant officers of either the British or local service, who have completed the requisite army and departmental service, are entitled to the warrant officers' rate of pension as detailed in Army Regulations, India, volume I, part I. When invalided as unfit for further service, a roll on India Army Form No. 37 is to be prepared for them by the department and laid before the invaliding board, and when completed, with their remarks, is to be returned to the officer under whose orders the individual concerned is serving, for transmission through the head of the department to the adjutant-general's office. A similar procedure is to be observed in the case of a warrant officer applying to retire on the pension of his rank; the statement of disability and the remarks of the committee being omitted from the roll.

Annual returns.

2753. An annual return of warrant officers and the non-commissioned officers and soldiers serving under their orders, will be made to the adjutant-general by all heads of departments and other authorities under whom they may be employed. A similar return will also be made by officers commanding regiments and corps, of the individuals borne on the rolls who are in permanent detached employ. Blank forms of this return, which are to be filled in and returned, will be furnished annually by the adjutant-general. In Bombay, this return is submitted quarterly on Bombay Form 147 separately by each regiment or battery, and by heads of departments and other officers or non-commissioned officers and soldiers serving on the unattached list under their orders.

Quarterly returns (Bombay).

II.—Qualifications for detached employ.

Qualifications for detached employ.

2754. The following paragraphs contain the rules and regulations which govern the admission and promotion of non-commissioned officers and soldiers in the various departments, also the qualifications which it is necessary they should possess previous to appointment. Qualifications required of candidates for appointments or departments not given in this

I.—General Regulations—*contd.*

(*n*) Every officer should be in possession of a copy of the Army Act for his guidance in case of an aggravated character cognizable by court-martial.

(*o*) These rules are not applicable to men on the unattached list holding purely military appointments.

Warrant Officers.

Promotion to the warrant grades.

2747. The promotion of non-commissioned officers on the unattached list to the warrant grade of sub-conductor, and their subsequent advancement to the superior warrant grades, will take place as a general rule by seniority in their respective departments, where merit and other claims are equal, or by selection in any case of superior merit. The rank of warrant officer is permanent and absolute. In Bombay, the promotion of warrant and non-commissioned officers other than those of the ordnance, commissariat, and public works departments is regulated according to the average rate of promotion in those departments.

Applications for warrant promotion.

2748. Applications for warrant promotion are to be made on India Army Form No. 56, and forwarded, together with the declaration required in next paragraph, direct to government by the ordnance, commissariat, and public works departments, and by others to the adjutant-general for submission through the commander-in-chief.

Declaration required before promotion to warrant officer.

2749. The following declaration will be signed by every soldier who may become a warrant officer, in the presence of the officer under whom he is serving, who will affix his signature thereto as a witness :—

DECLARATION.

"I at present a in Her Majesty's of and attested at on the of 18 for a term of years, do hereby declare, that in consideration of my appointment to be a warrant officer by the government of I agree to be transferred to the unattached list, and to continue to serve in Her Majesty's army until legally discharged.

"I am aware that if discharged or retired as a warrant officer, my claims to pension will be settled under Indian regulations."

(*Signed*)

Witness.

This declaration is to be attached to the warrant officer's record of service, for which purpose, in the case of warrant officers in the ordnance, commissariat, and public works departments, it will be returned by government to the adjutant-general.

II.—Qualifications for detached employ—*contd.*

division, can be obtained on application by commanding officers to departments and officers concerned.

Ordnance Department.

2755. *Scales for "merit marks" towards appointments to, and promotions in, the department.*

Ordnance department scale of "merit marks" towards appointments to, and promotions in, the department.

In allotting the "merit marks" to individuals and so determining their position in the rolls prepared in the office of the director-general in India, from which rolls the selection of candidates for admission into the department as store sergeants and for promotion to the warrant grades will be made, the director-general will be guided by the recommendation rolls of such candidates received from commanding officers, and these recommendation rolls will contain all the information that may be available as to the qualifications of candidates, with the view to justice being done to each.

Scales according to which "merit marks" will be accorded to regimental non-commissioned officers and others, candidates for admission into the department as store sergeants.

Scales according to which "merit" will be accorded to regimental non-commissioned officers and others, candidates for admission into the ordnance department as store sergeants.

		No. of merit marks.
For each full year's service in each grade, fractions of a year calculated as follows:— Under 6 months, *Nil.* Over 6 months, as for a whole year.	Battery Sergeant-Major, or Orderly Room Sergeant ranking as such. Troop Sergeant-Major. Battery Quartermaster-Sergeant. Color Sergeant, or Orderly Room Sergeant ranking as such. Orderly Room Sergeant.	2
	Sergeant Farrier, Cavalry and Artillery. Sergeant Collar-maker. Sergeant. Sergeant Wheeler.	1
	Corporal	¾
	Bombardier	½

Additional marks for length of service according to good-conduct warrant, provided, as regards rank and file, that they are in possession of the corresponding number of good-conduct badges, or would have been entitled to them if not promoted.	After 2 years' service	½	For each year's service between these times ¼ mark, fractions of years calculated as follows:—Under 6 months, *Nil.* Over 6 months, as for whole year.
	After 6 „ „	1½	
	After 12 „ „	3	
	After 18 „ „	4½	

Corresponding merit marks will be allowed—

For character	Very good	10
	Good	7

II.—Qualifications for detached employ—*contd.*

For writing	Very good	3
	Good	2
	Fair	1
For certificates of education.	First class	3
	Second class	2
	Third class	1
For native languages	Passing High proficiency	4
	„ Higher standard in any	3
	„ Lower standard in any	2
	Colloquial knowledge	1
For campaigns	1st class—Afghanistan, China, Burma, Bengal Mutiny, and any compaigns in Europe, &c.	1½
	2nd class—smaller expeditions, such as Lushai, Jowaki, &c.	1
	3rd class—less important	½
Extras	As high as 5, according to nature, degree, and special recommendation of commanding officer or head of department.	

A soldier in possession of a certificate (long course) from the Royal Laboratory, the Royal Gun-Carriage Department, the Royal Gun Factory at Woolwich, the Royal Gunpowder Factory at Waltham Abbey, and the School of Gunnery, Shoeburyness, for each 4

A soldier in possession of a certificate (short course) from the above factories and the School of Gunnery, Shoeburyness, either recorded in the soldier's account book, or in a special certificate, for each 2

Scale according to which "merit marks" will be accorded to non-commissioned officers serving in the ordnance department for promotion to the grade of sub-conductor.

Scale according to which "merit marks" will be accorded to non-commissioned officers serving in the department for promotion to the grade of Sub-Conductor.

		No. of merit marks.
For each full year's service in each grade, fractions of years calculated as follows:— Under 6 months, *Nil.* Over 6 months, as for a whole year.	District Sergeant-Major R. A. „ Orderly Room Sergeant-R. A., ranking as Quartermaster-Sergeant. Regimental Quartermaster-Sergeant, or Orderly Room Sergeant ranking as such. Army Schoolmaster. Assistant Instructor in Gunnery. Store Sergeant.	3*
For each full year's service in each grade, fractions of years calculated as follows:— Under 6 months, *Nil.* Over 6 months, as for a whole year.	Battery Sergeant-Major, or Orderly Room Sergeant ranking as such. Battery Quartermaster-Sergeant. Color Sergeant, or Orderly Room Sergeant ranking as such. Sergeant Instructor in Musketry.	2
	Orderly Room Sergeant. Sergeant.	1

* For broken periods Store Sergeants will be allotted marks at the rate of ¼ for each month; under half a month, *Nil;* and over half a month, as for a whole month.

II.—Qualifications for detached employ—*contd.*

Additional marks for length of service in the army as for rank and file, but irrespective of the proviso regarding good-conduct badges.	After 2 years' service	$\frac{1}{2}$	For each year's service between these times $\frac{1}{4}$ marks; fractions of years calculated as follows:—Under 6 months, *Nil*. Over 6 months, as for whole year.
	„ 6 „ „	$1\frac{1}{2}$	
	„ 12 „ „	3	
	„ 18 „ „	$4\frac{1}{2}$	
	„ 23 „ „	$5\frac{3}{4}$	
	„ 28 „ „	7	

Corresponding "merit marks" will be allowed—

For character	Very good	10
	Good	7
For writing	Very good	3
	Good	2
	Fair	1
For native languages	Passing High proficiency	4
	„ Higher standard in any	3
	„ Lower standard in any	2
	Colloquial knowledge	1
For campaigns	1st class—Afghanistan, Burmah, Bengal Mutiny, and any campaigns in Europe, &c.	$1\frac{1}{2}$
	2nd class—smaller expeditions, as Lushai, Jowaki, and such like.	1
	3rd class—Less important	$\frac{1}{2}$
Extras	As high as 5, according to nature, degree, and special recommendations of commanding officer or head of department.	

A sergeant of the royal artillery may be admitted for employment in the department without passing the entrance examination, and after admission will rank as sergeant in the department from the date of his promotion to sergeant regimentally, provided he does not supersede any sergeant in the department who has completed two years' service in the department.

A district sergeant-major and a district orderly room sergeant ranking as quartermaster-sergeant of the royal artillery, a regimental quartermaster-sergeant of cavalry and infantry, and an orderly room sergeant ranking as such, are eligible for admission into the department as sub-conductors, if highly recommended by their commanding officer, subject to the following rules:—

The applicant not to be over 36 years of age, to be in possession of a 1st or 2nd class certificate of education, and to have passed through a long course of instruction in one of the following royal factories at Woolwich:—

Royal Laboratory, Royal Gun-carriage Department, Royal Gun Factory, or School of Gunnery, Shoeburyness; or through a course at the Gunpowder Factory at Waltham Abbey.

2756. Officers commanding regiments and batteries will, when forwarding applications for men for employment in the department, carefully complete a statement of qualifications on the following form, and

Form to be adopted by officers commanding regiments and batteries

II.—Qualifications for detached employ—*contd.*

when forwarding applications for men for employment in the department.

transmit the same, in addition to the other documents specified in the succeeding paragraph, to the director-general of ordnance :—

FORM.

Statement of qualifications of No. of a candidate for admission into the Ordnance Department.

Years.

Service in each rank.*

Length of service

Character

Writing

Certificate of education Class.

Native languages.†

Campaigns.

Extras

Certificates other than of education.

* Each rank filled by the candidate to be entered in detail.

† It is to be stated whether the candidate has passed any test in Hindustani, or if he has a colloquial knowledge of the language.

II.—Qualifications for detached employ—*contd.*

2757. Applications for employment of men who are desirous of joining the department are to be forwarded direct to the director-general of ordnance; applications from privates, gunners, and drivers are not to be submitted except under very special circumstances, which are to be detailed. Applications how forwarded.

2758. All applications are to be accompanied by the following documents:— Documents to accompany applications.

I.—An application from the candidate in his own handwriting. This may state the circle in which he wishes to be employed, but he must clearly understand that he is liable to be posted to, and to serve in, any circle of the ordnance department in India.

II.—A roll in India Army Form No. 61, and a copy of the troop or company defaulter sheet prepared by the candidate himself.

III.—A certificate to the effect that the application, the roll, and the copy of the defaulter sheet have been prepared by the candidate himself in the presence of the officer commanding the battery, troop, or company, without assistance or correction by any other person, and that the candidate has a knowledge of arithmetic, specially vulgar and decimal fractions.

IV.—A certificate that the applicant is willing to be transferred to the unattached list, and posted to an arsenal, depôt, or factory in any circle of the ordnance department in India as a store sergeant, an assistant overseer, or as a soldier mechanic, as the case may be; and that he is willing to accept an officiating appointment, should his services be required, in the first instance, for *temporary* employment only.

V.—A certificate from the officer commanding the regiment (in the case of artillerymen by the officer commanding the royal artillery in the division or district in which the man is serving), stating his consent to the transfer, *temporary* or otherwise, and whether there is, or is not, any regimental objection to it.

VI.—A medical certificate that the applicant is free from bodily infirmity, and likely to prove fit for the duties of the ordnance department which required ability to undergo much bodily exertion and exposure to the weather at all seasons.

VII.—Copies of certificates in possession, of having passed through any of the following courses:—

School of Gunnery, Shoeburyness, long or short course.
Royal Laboratory, Woolwich, long or short course.
Gun-carriage Department, long or short course.
Gunpowder Factory, Waltham Abbey.
Royal Gun Factory, long or short course.

The number of marks obtained, if the candidate has passed a short course in any of the above, is also to be noted.

2759. On receipt of the application with all the documents above required, the names of those recommended will be placed on the list of Names to be recorded by inspector general.

II.—Qualifications for detached employ—*contd.*

candidates, from which the director-general will select the names of such men as he desires to have placed at his disposal for transfer to the unattached list and appointment as store sergeants and assistant overseers or soldier mechanics, as the case may be.

Qualification for the warrant grade.

2760. Store sergeant desirous of passing the tests for promotion to the warrant grade, will apply to the ordnance officer under whom they are serving, to be examined. In the case of store sergeants serving in depôts, the application will be submitted to the director-general of ordnance, in order that the non-commissioned officer may be sent to an arsenal to undergo the necessary examination.

Examination for promotion to warrant grade and appointment thereto on probation.

2761. The commissary of ordnance will examine him on all the points specified in the course of instruction, and report in the prescribed form to the inspector-general of ordnance, who, if satisfied with the result of this preliminary examination, will cause him to be further tested by working out written questions in arithmetic, piling of shot and shell, timber measurement, cordage, mensuration of planes and solids, &c., under the eye of the commissary of ordnance. When the examination is closed, the inspector-general, should the result be satisfactory, will cause a note to be made that the candidate is qualified for promotion to the warrant grade. If the result of the examination is unfavourable, the inspector-general will inform the commissary of ordnance, and fix the period that must elapse before the non-commissioned officer can again be examined.

Only those men who have passed the tests for promotion will be appointed officiating sub-conductors to fill temporary vacancies.

Permanent appointment to warrant grade.

2762. When a permanent vacancy occurs in the list of sub-conductors, an officiating sub-conductor or store sergeant will be promoted sub-conductor on probation. A report will be made to the inspector-general of ordnance after a lapse of 6 months, with special reference to the performance of his duties as a warrant officer, and, if favourable, he will be permanently appointed sub-conductor, his rank reckoning from the date of his appointment on probation; if unfavourable, he will revert to his former position on the roll of magazine sergeants.

Promotion from sub-conductor to conductor.

2763. Promotion from the rank of sub-conductor to that of conductor will take place in the usual course, provided it can be shown that individuals have not retrograded, either in character, or bodily or mental activity, from the period of their entrance into the ordnance department, and that they have proved themselves capable of satisfactorily holding charge of command parties either by land or water.

Medical certificates to accompany recommendations.

2764. Recommendations to government for promotion from the rank of conductor to that of the senior grades (para. 2748) must be accompanied by medical certificates to the effect that the individuals are mentally and physically fit for the duties of their profession in cantonments and in the field, and by certificates from the ordnance officers under whose orders they may be serving that they are sufficiently active, zealous, and energetic to ensure the correct performance of those duties.

II.—Qualifications for detached employ—*contd.*

Appointment of permanent conductors.

2765. The appointment of second class permanent conductor will be made by the inspector-general on the recommendation of commissaries of ordnance, and officers recommending men for these appointments will be held responsible that they possess the qualifications necessary for the efficient performance of the duties required from this class, *viz.*, that they are good accountants, penmen, and readers; good judges of arms, accoutrements, and ordnance stores generally; thoroughly conversant with ordnance details, and with every detail of duty; and quite capable of holding charge of an ordnance depôt.

Control over warrant and non-commissioned officers.

2766. The warrant and non-commissioned officers of the ordnance department are entirely under the control and orders of the inspector-general; their promotion is regulated by him and made on his recommendation. Their transfer from one establishment to another is not published in general orders, but made on the orders of the director-general communicated direct to the ordnance officer under whom the man to be transferred is serving.

COMMISSARIAT DEPARTMENT.

Appointments and promotions are made by commissary-general.

2767. The appointments and promotions of the warrant and non-commissioned officers of the commissariat department are made on the recommendation of the commissary-general.

Examination of candidates for the department.

2768. Candidates for situations in the commissariat department are in the first instance to provide themselves with certificates of proficiency from the nearest commissariat officer (para. 2714), which are to be forwarded by the commissariat officer (together with the form, India Army Form No. 53 of application for the soldier's transfer to the unattached list, leaving its first page blank) to the commissary-general (through the deputy commissary-general in Bengal), who, should he think the soldier qualified, with reference to his age and previous character, for employment in the commissariat department, will call his name to be enrolled in the register of candidates. In Bombay, men desirous of employment in the commissariat department must have passed the lower standard in Hindustani.

Roll of candidates kept by commissary-general.

2769. A roll of qualified candidates will be kept in the office of the commissary-general, from which selections for appointment to the department will be made; and as vacancies occur, an application for the transfer of the selected candidate will be made as directed in paras. 2714-5. Men over 10 years' service are ineligible. A non-commissioned officer on first appointment to the department is considered as on probation.

Employment of non-commissioned officers.

2770. The first appointment of a non-commissioned officer to the commissariat department having been sanctioned, he will be entirely under the control of the head of the commissariat department, who will fix the place and manner of his employment with reference to his particular qualifications and the requirements of the public service.

II.—Qualifications for detached employ—*contd.*

PUBLIC WORKS DEPARTMENT.

Bengal and Madras.

Thomason college, Roorkee, and college of engineering, Madras.

2771. Non-commissioned officers and soldiers desirous of entering the public works department are permitted to study at the Thomason College, Roorkee, and at the college of engineering, Madras, with a view of qualifying themselves for the situation of overseer.

Selected candidates for college of engineering, Madras, to study vernaculars at Bangalore.

2772. Selected candidates for the college of engineering, Madras, will, in the first instance, be sent to Bangalore, and there attached to their respective branches of the service for duty as soldiers for one year to enable them to qualify in the Tamil and Telegu languages for admission to the college. Failing to pass the specified tests at the end of one year they will be remanded to their regiments.

Soldiers with their corps passing an examination at the colleges.

2773. Soldiers serving with their corps who desire admission into the department as overseers, and who are capable of passing the required examination without going through the course of instruction at the Thomason college, Roorkee, or at the college of engineering, Madras, will make their wishes known to their commanding officer, who, if there is no objection on the score of character, or the demands of the military service, will, when in the vicinity of the colleges mentioned, arrange with the principal for their being examined there.

Examination of soldiers at a distance from an engineering college.

2774. In the case of the candidate being at too great a distance from any college of engineering, to be examined personally by the principal, the commanding officer will apply to the principal for examination papers, which, on receipt, he will make over to the executive engineer whose duty it will be to conduct the examination. The examining officer will forward the candidate's original answers and work, with such report as he may deem necessary, to the principal of the college, by whom a certificate will be granted or withheld as he may judge to be right from the papers and the report.

Practical examination of soldiers.

2775. In the case of soldiers who are desirous of being admitted into the department on the ground of practical qualifications only, the commanding officer, should he see no objection, will apply to the nearest executive engineer, who will, in communication with the superintending engineer, subject the candidate to such tests as may appear proper. On being satisfied that the man is qualified, a certificate to that effect, signed by the executive engineer and superintending engineer, will be granted.

Public works code contains all further information.

2776. The regulations which govern the subsequent promotion of non-commissioned officers and soldiers who join the department of public works and the departmental privileges which they enjoy, are contained at length in the code of regulations of the public works department.

Special—Bombay.

2777. Non-commissioned officers of the royal engineers shall not be appointed to, or considered eligible for, the subordinate grades of the public works department until they have passed a creditable examination, to be certified by a committee, composed, as stated in para. 2781, in the following subjects:— Qualifications of candidates.

Reading and writing from dictation.

Arithmetic.—As far as the "rule of three," including vulgar and decimal fractions.

Mensuration.—Sufficient to enable them to calculate the contents of ordinary forms and figures met with when framing estimates.

Geometry.—Problems to an extent sufficient to enable them to draw plans.

Estimating.—Framing estimates for simple buildings, bridges, &c.

Surveying.—With compass and chain, and plotting the work.

Levelling.—With spirit level, and the uses of the mason's level.

Drawing.—Simple designs to scale, from rough hand-sketch with dimensions given.

The making and preparation of materials used in buildings, as bricks, tiles, mortar, &c.

Hindustani.—Colloquial knowledge sufficient to enable them to give a simple order or to understand a report.

2778. In addition to the above, non-commissioned officers should be encouraged to study the following subjects:— Additional subjects.

Plane Trigonometry.—Sufficient to calculate triangles and to ascertain heights and distances.

Surveying.—With the theodolite, triangulating and traversing: Foord's notes on building, chapters 3 to 7.

Carpentry.—Making of trusses, doors, and windows.

Accounts.—A knowledge of the forms used in the public works department.

Rules and Regulations of the department.

2779. Those men who are reported as having a creditable knowledge under the preceding paragraph will, on their entering the public works department, be ranked before those of the same batch who have only passed the minimum test laid down in para. 2777. Rank of successful candidates.

2780. Non-commissioned officers of the royal engineers should, whenever convenient opportunity offers, undergo practical instruction by being taken to inspect works in progress in Poona and its vicinity under such arrangements as the officer commanding the division shall approve, on the requisition of the officer commanding sappers and miners. Practical instruction of candidates.

II.—Qualifications for detached employ—*contd.*

Rules for examination committees.

2781. The examination for admission into the public works department should be conducted as much as possible during the monsoon months, and by a committee to be composed of the superintending engineer, the officer commanding sappers and miners, and any other engineer officer available for the duty.

Practical examination of soldiers.

2782. In the case of soldiers who are desirous of being admitted into the department on the ground of practical qualifications only, the commanding officer, should he see no objection, will apply to the nearest executive engineer, who will, in communication with the superintending engineer, subject the candidate to such tests as may appear proper. On being satisfied that the man is qualified, a certificate to that effect, signed by the executive engineer and superintending engineer, will be granted.

Resignation or evasion of departmental duties.

2783. When non-commissioned officers of the royal engineers are appointed to the public works department, they should be distinctly informed that it will not be optional with them to withdraw from their duties, and that any attempt to evade those duties will be punished as a military offence either by court-martial or by remand to the branch of the service for which they enlisted.

Obedience to civil officers of the department.

2784. All warrant and non-commissioned officers on entering the department should be distinctly instructed by written orders that they are to obey the orders of civil officers under whom they may be placed, precisely as they are bound to obey the orders of any military superior, it being sufficient that they have been placed under such civil officer by competent authority; and that any dereliction of duty or disobedience of the orders of any government officers under whom they may be serving will be treated as an offence punishable either by court-martial or by remand to regimental duty, as the offence may merit.

Procedure in case of military offences.

2785. When a military subordinate of the public works department is guilty of a distinct military offence, the officer under whom he may be serving should, if a military man, at once place him under arrest, and send in charges against him, and if a civilian suspend him, and report the matter both to the superintending engineer and to the nearest military authority, in order that his case may be promptly investigated.

Final disposal of offenders.

2786. Should the man's misconduct not be of a nature to subject him to trial, the case must be submitted for the consideration of government, with whom it will rest to place his services at the disposal of the commander-in-chief, a report of the case being forwarded to the adjutant-general, in order that the commander-in-chief may be able to decide in what manner to dispose of it.

Regulations applicable to Bombay.

2787. The provisions of paragraph 2776 are applicable to Bombay.

ARMY REMOUNT DEPARTMENT.

Qualifications for appointment to it.

2788. Applications for the registration of soldiers as candidates for the army remount department are to be addressed to the director of that department, accompanied by a certificate to the effect that the candidate

II.—Qualifications for detached employ—*contd.*

is active, intelligent, sober, and hard-working; able to stand considerable exposure; is fond of, and accustomed to, horses; and can keep simple accounts.

Bazar Sergeants.

Bengal and Bombay.

2789. Applications for the situation of bazar sergeant are to be forwarded to the quartermaster-general, supported by a certificate from a cantonment magistrate or other officer in charge of a sadr bazar of the fitness of the candidate for the duties of the appointment, particularly as regards a knowledge of the native languages, and his ability to read, write, and keep accounts. *Pensioners are ineligible for the post of bazar sergeant, and soldiers employed as such will vacate their appointment on transfer to the pension establishment. Applications for appointment.

Miscellaneous Appointments.

2790. Commanding officers of regiments and batteries may from time to time submit the names of non-commissioned officers under their command for any of the appointments marginally noted, which are generally reserved as rewards for non-commissioned officers of long service. The application is to be made to the adjutant-general on India Army Form No. 47, and is to be accompanied by a copy of the applicant's company defaulter sheet, and in the case of an application for the sergeant-majorship of a hill depôt, a certificate of qualification as sergeant instructor in musketry obtained from a school of musketry instruction, and, further, an expression of the commanding officer's opinion as to the fitness of the non-commissioned officer for the post he seeks. When a non-commissioned officer already on the unattached list is recommended for one of the appointments, the roll is to be prepared and signed by the staff officer under whom he is serving, and not by the commanding officer of his regiment. Recommendations for special non-departmental appointments.

Garrisons.

Sergeant-Major.
Quartermaster-Sergeant.
Conservancy Sergeant (Fort William).
Librarian Sergeant.
Signalling Sergeant, St. Thomas' Mount.
Staff Sergeant of Gymnasia.
Sergeant-Major and Warder. } *State prison, Chunar.*
Sergeant Assistant Warder. }

Depôts.

Sergeant-Major.
Quartermaster-Sergeant.
Orderly Room Clerk.
Paymaster Sergeant.

In Madras, applications for the appointments marginally noted are to be made to the quartermaster-general.

Barrack Sergeants.
Shipping Sergeants.
Conservancy Superintendent, Fort St. George.

2791. Non-commissioned officers on being appointed to hill depôts are to be warned that they are not allowed to hold their appointments beyond the time qualifying them for pension, but will be remanded to their regiments in the event of their not electing for transfer to the pension establishment. They are not allowed to hold a plurality of appointments. Non-commissioned officers at hill depôts not allowed to hold appointments beyond time qualifying for pension.

III.—Native Unattached List.

Transfer of native soldiers to unattached list.

2792. The transfer to the unattached list of native soldiers who may obtain employment in any civil department of the state is subject to the same conditions as men transferred thereto on appointment to the public works, revenue, survey, and forest departments.

Advantages of joining the department.

2793. Native soldiers transferred to any civil department of the state will not receive higher military rank for such service, but they will be allowed to count their service both in the army and in the department for pensions on a scale fixed by service.

Rolls of candidates kept in adjutant-general's office.

2794. A list of the qualified candidates for the public works department in each regiment is kept in the adjutant-general's office. In Bengal, the adjutant-general furnishes the principal, Thomason college, Roorkee, with this list; in Madras, the secretary to government in the public works department applies to the adjutant-general when vacancies occur, in order that the services of the selected candidates may be applied for in the manner laid down for British soldiers.

First appointment on probation.

2795. Non-commissioned officers and soldiers are alone eligible for the department, but they will be considered on probation for one year, but will be transferred to the unattached list from the date on which they take up their appointments in the department; and this date should be entered in the application.

Extra qualifications.

2796. A knowledge of English, and particularly of English figures and arithmetic, is desirable, and the ability to keep accounts in that language entitles a man to higher rates of pay than he would otherwise get.

Consequences of remand for misconduct.

2797. Non-commissioned officers and soldiers transferred to the unattached list are borne on the rolls of their regiments as supernumeraries, and their places in the regiment are filled up with effect from the date of joining their department on probation. Non-commissioned officers and soldiers when remanded to their corps for misconduct or incompetence will be placed at the bottom of the list of their rank as supernumeraries, and may also be reduced to a lower grade or to the ranks at the discretion of the commander-in-chief.

Native soldiers do not forfeit their position in the army.

2798. Soldiers of the native army may take appointments in the revenue, survey, and forest departments, as well as in the public works department, without forfeiting their position in the army.

Special—Bengal.

Rolls of qualified candidates kept complete by annual returns.

2799. The list alluded to in para. 2794 will be kept complete by annual returns, blank forms of which will be forwarded to commanding officers by the adjutant-general for completion.

Course at Roorkee college.

2800. Candidates for the native unattached list need not necessarily undergo the course of study at Roorkee, but their doing so will be greatly to their advantage.

III.—Native Unattached List—*concld.* IV.—Forest Department.

2801. A certificate from the commandant of sappers and miners, that a candidate is qualified for any grade under the departmental rules, is sufficient to meet the requirements of para. 2800. Certificate from C. O. of sappers and miners.

2802. Native soldiers on leaving their regiments will not be required to wear uniform, and no further issue will be made to them. Uniform not to be worn.

Special—Madras.

2803. Officers commanding regiments of native cavalry and infantry and the sappers and miners, are to forward annually on the 1st January to the adjutant-general's office, rolls of qualified candidates on Madras military form No. with a view to their being brought on the unattached list. Recommendation rolls.

2804. Native soldiers desirous of entering the department as sub-overseers of the 3rd class, must be capable of supervising, bricklaying, roofing, flooring, road-making, carpentry, and other work ordinarily done under departmental superintendence. Commanding officers may call on executive engineers to certify as to the fitness or otherwise of native soldiers for employment in the above grade. Sub-overseers, 3rd class.

2805. Sub-overseers of the 2nd class must, in addition to the acquirements specified in the preceding paragraph, be able to lay down and construct an ordinary building from working drawings and specifications, to prepare simple drawings, and to frame corresponding estimates. Second class.

2806. Sub-overseers of the 1st class must, in addition to all the above qualifications, be able to survey with the chain and compass, to take levels, and to plot their surveys and sections neatly. First class.

2807. Sub-surveyors of the 2nd class must be able to survey with the chain and compass, to take levels, and to plot their surveys and sections neatly. Sub-surveyors of the 1st class must be able to make simple surveys with the theodolite in addition to the above. Sub-surveyors.

2808. The qualifications of sub-overseers of the 1st and 2nd classes, and sub-surveyors, will be ascertained by examinations held by executive engineers. Commanding officers should apply to the superintending engineers for authority to be given to the executive engineer to examine soldiers desirous of employment in those grades. Qualifications how ascertained.

IV.—Forest Department.

Bengal.

2809. The following are the rules for appointment to the forest department:— Rules for appointment to the forest department.

I.—Only young men of good constitution and active habits should be named; they should possess fair powers of observation, a good sense of locality, and such other qualifications as are

IV.—Forest Department—*concld.*

likely to make them useful forest officers; they must not exceed the age of 30 years, and should be familiar with the language of the district in which they are to be eventually employed.

II.—Commanding officers may submit the names of suitable men in their regiments, for whom they wish to find employment, to the conservator of the forests school, Dehra Dun. Those who are selected for employment will be at first on probation, under the conservator by whom they are selected, and they will be borne supernumerary on the rolls of their regiments, promotion in their room being made with effect from the date of their joining the department on probation.

III.—The period of probation will be one year. The men whom, on the expiry of their probation, it is considered desirable to retain, will then be called upon to elect the conditions under which they will serve. They may either take their discharge from the army, in which case their year of probation will count for service under the civil pension rules, or they may serve in the forest department, and be transferred to the native unattached list, coming under the pension rules laid down for men on that list.

IV.—Those men whom it is not considered desirable to retain in the forest department at the termination of their year of probation, will return to their corps with the regimental rank they held on leaving it, and be absorbed as soon as possible.

SECTION XXVI.—ECCLESIASTICAL.

I.—Chaplains and Religious Ceremonies.

II.—Cemeteries and Ecclesiastical Fees:
(I) Rules for the care and use of Government Cemeteries throughout India, except the Presidency Town of the Diocese of Calcutta.
(II) Rules for the levy and expenditure of fees on graves and monuments in Cemeteries and Churches throughout India.
(III) Rules for the levy of other Ecclesiastical Fees.

I.—Chaplains and Religious Ceremonies

Orders regarding divine service in the "Queen's Regulations and Orders for the Army."

2810. The orders regarding divine service and chaplains contained in section VII, "Queen's Regulations and Orders for the Army," are applicable to British troops in India, as well as to Christians serving in the native army.

Hours of service.

2811. When the troops are marched to church, the commanding officer of the station will fix the hour of divine service in concurrence with the chaplains of the different persuasions. Whenever a commanding officer desires to change the hour of service, and it is not caused by some sudden emergency, the chaplain is to be informed of the change eight days beforehand, to allow of the customary announcement in the church on the Sunday previous to the change of hour.

Chaplains leaving their stations.

2812. When a chaplain proposes to quit his principal station for the purpose of visiting any of his smaller stations, or when he intends to apply for temporary leave of absence, he must give timely notice to the chief military and civil resident authorities, in order that, if there be any cogent reasons against his absence, they may be submitted to the government, but as a general rule when the approval of the applicant's ecclesiastical superior is obtained, and arrangements are made for the performance of his duties, no objection will be taken to his absence.

Entry of rites.

2813. The chaplain will enter the marriages, baptisms, and burials of soldiers and their families in the church register; and will affix his signature to these entries, when performed by him, which are made in the regimental register.

Duties of chaplains in prisons.

2814. According to such rules as may have been sanctioned by the commanding officer of a station, the chaplain of the station will visit the prison in his official capacity, and have charge of the moral and religious instruction of the prisoners, recording his visits in a book open to the inspection of the military authorities. He will send an annual report of the state of the prison, as far as his special functions are concerned, to the officer commanding the station, for the information of government.

I.—Chaplains and Religious Ceremonies—*contd.*

Service in prison.

2815. The chaplain will consider it his duty to hold at least one weekly service in the prison, when practicable, for all men who are members of the Church of England, and for such other prisoners as may desire to attend. During the hot months this service should take place before 9 A.M. (para. 465, section VI).

Visits of other chaplains.

2816. Full liberty is to be accorded to Roman Catholic and Presbyterian chaplains to enter the prison for the purpose of ministering to such prisoners as may belong to their respective persuasions.

Instruction of children.

2817. The visiting of schools is to be carried out by chaplains in accordance with the instructions contained in volume XIII, Army Regulations, India.

Application for a Roman Catholic priest.

2818. When it is necessary to apply for the services of a Roman Catholic priest, the application is to be addressed direct to the local government by the local military authorities.

To visit an out-station.

2819. When any necessity arises for a priest to visit an out-station to minister to a British soldier or his family in severe sickness, the officer commanding the station must address the officer commanding the division or station where the priest resides, who will, if he considers the necessity made out, direct the priest to proceed thither at the public expense. Should the application be received by the priest, he will at once refer it to the commanding officer.

Church committee.

2820. The commanding officer of a station will act in concert with the chaplain in the nomination of members for the church committee. The duties connected therewith are purely voluntary, but officers willing to accept them must be guided by the rules laid down by government for the diocese of Calcutta, Madras, or Bombay as the case may be, a copy of which is in the possession of every chaplain. The system of lay trustees established in Madras may be continued at the discretion of the bishop of that diocese.

In Bombay, communion plate to be kept in charge of station staff officer.

2821. In Bombay in all mofussil stations, the communion plate and other silver articles of church furniture, is to be kept in the charge of the station staff officer.

Divine service in stations where there is no church.

2822. Commanding officers of stations at which there may be no church or resident chaplain, may, under proper authority, appropriate for the performance of divine service, any suitable public building which may be available for the purpose; and should there be none, they are to report the circumstance in view to the sanction of government being obtained for the construction of such a building.

Divine service to be read by staff or other officer.

2823. Divine service in such case is to be performed by the staff officer of the station, or some other officer to be named by the commanding officer, and the usual order is to be issued for the attendance of the British soldiery and their officers, and the Christian drummers and fifers of native corps, it being understood that no Roman Catholics are to be compelled to attend a Protestant service. Divine service should be regularly performed on the line of march.

I.—Chaplains and Religious Ceremonies—*contd.*

Wishes of commanding officers how to be conveyed to chaplains.

2824. The chaplains of the Indian establishment not being military chaplains subject to direct military authority, the wishes of commanding officers are to be conveyed to them either personally or by letter, and not by an order.

British troops marching to church to be armed.

2825. In Bengal, British troops are to march to church or chapel with arms; in Madras and Bombay, with side-arms only.

To go of themselves when less than five.

2826. When in a regiment, or in any detachment thereof, the number of soldiers of any particular persuasion does not exceed five, it will not be necessary to place them under the charge of a non-commissioned officer of a persuasion differing from their own, and they may be allowed to be absent from their lines for the purpose of attending divine service at the chapel of their persuasion, provided they furnish certificates from the minister of the chapel that they attend service regularly; all soldiers thus absent must be dressed in uniform.

Change of religion to be proved.

2827. Soldiers who have been in the habit of attending divine worship according to any established form cannot be allowed to claim future exemption from doing so, except for the purpose of attending some other place of divine worship of a persuasion to which they can satisfactorily show themselves to belong.

Holy Communion.

2828. Soldiers of all persuasions desirous of taking the Holy Communion may remain in church for that purpose, without previously asking for permission.

Bands.

2829. On days appointed for the administration of the Holy Communion, the bands of regiments are not to play until the troops shall have marched at least three hundred yards from the place of worship. When in the vicinity of other places of worship, the congregations are not to be disturbed by the band playing when passing.

Rules for scripture-reading rooms.

2830. The following rules are laid down for the management of scripture-reading rooms established in military cantonments:—

(*a*) The rooms are to be available to soldiers of all denominations of the Christian religion, wholly apart from any sectarian bias or character.

(*b*) They are to be placed under the immediate charge of the commanding officer of the regiment in whose lines the rooms are situated, subject to the control of the officer commanding the station, more especially in cases where more corps than one attend the rooms in question.

(*c*) The chaplain of the station and the other ministers of religion in religious charge of, or associated with, the troops, are to be freely consulted by officers in all matters connected with the good order, opening, attendance, &c., in these rooms.

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Ecclesiastical.

I.—Chaplains and Religious Ceremonies—*contd.*

(*d*) The rooms are to be made available, according to the desire of the soldiers, for the delivery of lectures and addresses by persons of the various denominations of the Christian religion, and for special meeting, the hours being fixed by the commanding officer.

(*e*) Facilities are to be afforded to the soldiers of the different persuasions to meet especially for the purposes of prayer, and during such meetings arrangements should be made to ensure to them the exclusive possession of the rooms.

(*f*) Excepting when the rooms are thus appropriated to any special class, it is desirable that they should be available to all well-disposed soldiers for the purposes of reading and of prayer. At such times it will probably be found expedient to prescribe that a strict silence be maintained; but in this and other minor matters it will be proper to consult the wishes of the men themselves.

(*g*) If it is found that unanimity and good-will do not prevail consequent on opening the rooms to all, without distinction of denomination, separate hours must be apportioned to the different persuasions.

Guards for churches.

2831. Military guards are not to be detailed for the protection of churches.

Native troops.

2832. Native troops are not to be required to join or take a part in any procession or ceremony at the consecration of a church.

Relations of chaplains to native troops.

2833. Chaplains are prohibited from entering into religious discussions with native soldiers other than Christians, or visiting their lines for that purpose. No restriction is, however, to be placed on native soldiers who may wish to visit a minister at his own residence.

Chaplains cannot exercise control over army schools.

2834. Chaplains cannot exercise any control over the general instruction and discipline of army schools, but they may act as the advisers and helpers of the schoolmaster.

Funerals of soldiers.

2835. The funerals of deceased soldiers are to take place at sunrise, or half an hour before sunset, according to circumstances. The corpse is on no account to be carried into church previous to interment. Soldiers of sane mind who commit suicide are to be interred in the unconsecrated burial ground after nightfall, and without funeral rites, or any military honors whatever.

Roman Catholic priest to bury all Roman catholic soldiers.

2836. At stations where there is a Roman Catholic priest drawing an allowance from government, he is bound to read the burial service over the body of every deceased Roman Catholic soldier brought for burial, unless he be excused from doing so by the rubrics and canons of the Roman Catholic church; and when the Roman Catholic priest refuses to read the burial service over the body of a deceased Roman Catholic

I.—Chaplains and Religious Ceremonies—*contd.*

soldier, the military authorities are to make proper arrangements for the decent interment of the corpse.

When he refuses. When there is no Roman Catholic priest.

2837. Where there is no Roman Catholic priest paid by the state, the Protestant chaplain is, if requested by the friends of the deceased, or by the officer commanding, bound to bury the deceased according to the rites and ritual of the Church of England, except in either of the three cases in which Protestant chaplains in India are excused from burying a deceased Protestant, *viz.*, dying unbaptised even by lay baptism; excommunicated by the major excommunication; or declared to be *felo de se;* and when a Protestant chaplain refuses to officiate at the burial of a Roman Catholic soldier on either of the three above-mentioned grounds, the military authorities are, as in the case of refusal by a Roman Catholic priest, to make proper arrangements for the decent interment of the corpse.

N.B.—The intention of the passage "bound to bury the deceased according to the rites and ritual of the Church of England" is, that the service of the Church of England should be read over the body if the Protestant chaplain is requested by the friends of the deceased to do so; but the rule does not in any way re-impose on Protestant chaplains the burden of reading the burial service over either soldiers or civilians to whom a Roman Catholic chaplain has refused burial. There is nothing to prevent a chaplain burying any one if he chooses to do so, provided they are not unbaptised "even by lay baptism," excommunicated by the major excommunication, or declared to be *felo de se*—only the Protestant chaplain is no longer bound to do so.

Church of England service to be read.

2838. When arrangements have to be made by the military authorities for the decent interment of a deceased soldier, under the conditions above stated, it is to be understood that the burial service of the Church of England is to be read by the officer commanding the battery, troop, or company, to which the deceased belonged, or by the orderly officer.

When both Roman Catholic priest and Protestant chaplain refuse to perform funeral rites.

2839. Whenever, with or without furnishing any explanation of his reasons, a Roman Catholic priest paid by the state or a Protestant chaplain refuses to perform the funeral rites of his church over the body of a deceased Roman Catholic soldier, the circumstances of the case should be fully reported by the military authorities for the consideration and orders of government.

At stations where there are Presbyterian and Wesleyan ministers, staff officer to furnish them with monthly certificates of numbers of denominations.

2840. At stations where there are Presbyterian and Wesleyan ministers ministering to the troops, the staff officer is required to furnish the clergyman, on application from him, with monthly certificates, showing the numbers of officers and men of that clergyman's denomination, who have been present in garrison, and for whom the capitation allowance sanctioned by government is claimed. For this purpose a soldier's persuasion should be determined by the entry against his name in the regimental records.

Hearse allowed to each station on the plains occupied by British troops, &c.

2841. A hearse is allowed to each station on the plains occupied by British troops, and a burial doolie, hung with black, to every hospital in the hills. For the funerals of artillerymen in the plains, a gun-carriage is considered a convenient and appropriate substitute.

At all stations where suitable conveyance cannot be procured for carrying the coffin of a deceased officer, commanding officers are authorised to order the officer commanding the royal artillery to furnish a gun-carriage complete for the purpose.

Rules for funerals of soldiers,&c., who may have died of an infectious disease.

2842. In cases of funerals of soldiers and members of their families who may have died of an infectious disease, the corpse will be conveyed on the hearse (or burial doolie at hill stations) to a place as near the grave as may be practicable, and from this spot will be carried to the grave with ropes, by hand, by the funeral party. In such cases the carrying of the dead on men's shoulders is prohibited.

Corpses not to be interred within precincts of a garrison church or chapel.

2843. The interment of any corpses within the precincts of a garrison church or chapel is strictly prohibited.

II.—Cemeteries and Ecclesiastical Fees.

Rules for (1) the care and use of government cemeteries throughout India, except those in the presidency town of the diocese of Calcutta; (2) for the levy and expenditure of fees on graves and monuments in cemeteries and churches throughout India; (3) for the levy of other ecclesiastical fees.

2844. The following are the rules (I) for the care and use of government cemeteries throughout India, except those of the presidency town of the diocese of Calcutta; (II) for the levy and expenditure of fees on graves and monuments in cemeteries and churches throughout India; (III) for the levy of other ecclesiastical fees.

Rules for the care and use of government cemeteries throughout India, except those in the presidency town of Calcutta.

(I) Rules for the care and use of Government Cemeteries throughout India, except those in the Presidency Town of Calcutta.

Charge of cemeteries.

Charge of the Cemetery.

Resident chaplains.

Rule I.—(*1*) The resident chaplain of a station has charge of the general cemetery, and frames an estimate of the expenditure connected therewith in accordance with the directions contained in para. 1, Home Department Resolution No. 6—370-382, dated 9th November 1876.

Includes clergymen of Additional Clergy Society.

(*2*) The term 'resident chaplain" includes a clergyman of the Additional Clergy Society so far as concerns the stations to which he stands appointed, or other clergyman of the Church of England placed in charge by the bishop.

II.—Cemeteries and Ecclesiastical Fees—*contd.*

(3) During the temporary absence of the chaplain, and at stations where there is no resident chaplain, the charge of the cemetery belongs to the chief magistrate on the spot, or the senior military officer if the cemetery is attached to a military cantonment. When chaplain is absent.

(4) At out-stations where there is a church committee, the charge of the cemetery will belong to the senior member of committee; and where there is no such committee, to any subordinate officer nominated by the magistrate or deputy commissioner of the district. At out-stations.

Rule II.—Each cemetery is allowed a mali-chowkidar or chowkidars in accordance with the scale prescribed in para. 2, Home Department Resolution No. 6—370-382, dated 9th November 1876. These chowkidars are paid by government through the resident chaplain, by whom they are appointed and dismissed. In stations where there is no resident chaplain, the chowkidars are paid, appointed, and dismissed by the other officers named in Rule I. Establishment for cemetery.

Rule III.—Every reasonable effort should be made by the resident chaplain or other officer in charge under foregoing clauses, not only to keep the cemetery in decent order, but to preserve its character as the resting-place of the remains of departed friends, by providing for the necessary repairs, and by planting the ground with suitable trees. Cemetery to be kept in decent order.

NOTE.—To meet the expenditure under this rule, see Rule I, and paragraph 1 of Home Department Resolution No. 6—370-382, dated 9th November 1876.

Rule IV.—The chowkidar will keep the key of the cemetery under the direction of the officer in charge. Key of cemetery.

Rule V.—The officer who has charge of the cemetery under the operation of the foregoing clauses will perform all the duties assigned to the chaplain by Rules VII, VIII, IX, X, and XI, with the exception of the approval of the inscriptions in that part of the cemetery reserved for the Church of England. These are to be forwarded to the visiting chaplain, or, if there be none, to the archdeacon, and not cut till his sanction be obtained. Should, however, an inscription be disapproved, it may be referred to the government for decision. Approval of inscriptions.

Interments by whom to be conducted.

Rule VI.—(1) The chaplain will bury Christians of all denominations whose friends desire his services, as laid down in the orders of the Government of India in the Home Department, No. 159, dated 6th June 1877, using always the service of the Church of England, and the consecrated portion of the cemetery. Interments by whom to be conducted.

II.—Cemeteries and Ecclesiastical Fees—*contd.*

A portion of every cemetery set apart for other creeds.

(2) A portion of every cemetery will be set apart by the orders of government for the use of Roman Catholic congregations, and another portion will be appropriated for the joint use of other Christians, whose friends desire that they should be interred otherwise than according to the ritual of either the Church of England or of the Church of Rome, or who cannot legally be so interred.

Unconsecrated portions of cemetery.

(3) These unconsecrated portions thus set apart are not to be fenced or walled off from the rest of the cemetery, but simply divided off by a pathway, and they must be added to the existing cemetery or reserved from it. If the existing cemetery be large enough for the wants of the whole Christian community, such portions will be reserved, without reference to the fact that the whole enclosure has or has not been consecrated according to the rites of the Church of England. If the cemetery be only large enough for the wants of Christians desiring to be buried with the services of the Church of England, such portions will be added. The whole cemetery thus divided is to be surrounded by a wall, to have but one gate of entrance, and to be under the care of the officer specified in Rule I.

Ministers of all creeds to conduct burial service.

Rule VII.—(1) Ministers of all denominations have a right to conduct the service of burial over the body of any deceased member of their respective congregations, who may be buried in any fitting portion of the ground set apart for the denomination to which the deceased belonged.

Six hours' notice to be given to officer in charge.

At least six hours' previous notice of the burial should be given to the chaplain in charge of the burial ground, or, in the absence of the chaplain, to the officer who may be in actual charge. The period herein prescribed may, for special reasons, be shortened, with the permission of the chaplain or officer in charge of the cemetery. Such chaplain or officer will, if he thinks the circumstances of the case demand it, bring the facts to the notice of the local magisterial authorities in time to admit of an order stopping the burial being passed if necessary.

Certificate or chaplain or registrar.

(2) A certificate of burial drawn up according to the required form must be sent to the chaplain or to the registrar of births, marriages, and deaths, to be entered in the register kept up by him.

Church of England service obligatory when burial is in ground set apart for members of that church.

Rule VIII.—(1) No burial can, as a general rule, take place in that part of a government cemetery which has been set apart for the use of members of the Church of England, unless the service prescribed by that church is read by the chaplain if there be one, or, in his absence, by the layman who officiates at the funeral. But a person may be interred in the other portions of a government cemetery with or without the use of any services of religion.

II.—Cemeteries and Ecclesiastical Fees—*contd.*

(2) When, in that part of a government cemetery which has been set apart for the use of members of the Church of England, there is a family vault or grave, or a reserved plot of ground purchased by a member of the family, or a masonry grave prepared in immediate contiguity to such family vault or grave, or reserved plot, any deceased member of the family may, if the relative, friend, or legal representative having charge of the funeral arrangements shall so desire, be interred in such family vault, grave, or reserved plot, without the performance of the service for the burial of the dead according to the rites of the Church of England. Rules regarding family vaults or graves.

(3) The burial may take place at the option of the person having charge of the same, either without any religious service or with such Christian and orderly religious service at the grave as such person shall think fit, and any person or persons who shall be thereunto invited, or be authorised by the person having charge of such burial, may conduct such service or take part in any religious act thereat. Burial may take place with or without religious service.

(4) Notice of any burial, which it is intended to conduct under the provisions of clauses (2) and (3), shall be given to the chaplain or other officer in charge of the burial ground in the manner prescribed by Rule VII. Notice of burials under these paras. to be given to chaplain.

Arrangements for Burying.

Rule IX.—In military cantonments the arrangements for digging graves, preparing coffins, &c., for the burial of deceased soldiers, rest with the senior military officer, and in civil stations with the chief local magistrate. These officers are authorised to direct the local public works officer, who would usually be the executive engineer, military works, at military, and the civil executive engineer at non-military stations, to supply all that is necessary. In cases of necessity or emergency, either officer may be called upon to do what is required. The expenditure incurred by the executive engineer will be held in his miscellaneous advance account, until repaid by the officer authorising the expenditure. Funeral arrangements in military cantonments and civil stations.

Rule X.—The officer in charge of the cemetery is to keep a plan of the entire cemetery, to be provided by the public works department, with references written upon it; in a book, in which the names of parties interred are recorded; this plan and book being kept with the church registers. Plan of cemetery to be kept.

NOTE.—The executive engineer prepares a plan of the cemetery showing on it all the existing graves and the spaces allotted for future graves, and giving them all consecutive numbers.

Rule XA.—The officer in charge of the cemetery may reserve grave space, as limited by Rule XI below, on the application of near relatives or persons already buried in the cemetery, and for the burial of the persons named in the application a double ground-fee shall be levied in Officer in charge of cemetery may reserve grave space.

II.—Cemeteries and Ecclesiastical Fees—*contd.*

advance before granting any such application, and each grant shall be registered in a book to be kept for the purpose and indicated on the plan. The ground will then be reserved for ten years. Before the expiry of that period, a fresh application should be made and a further double fee paid; failing which the ground will be resumed.

Size of graves.

Rule XI.—The size of each grave, whether of masonry or not, is limited to 9′ × 4′, and the area of ground to be enclosed must not exceed 11′ × 7′ by external measurement.

Depth of graves.

Rule XII.—(*1*) All graves must be at least 6 feet in depth.

Reopening of graves within 14 years.

(*2*) No body shall be buried in any vault or masonry grave which it is intended at any time within 14 years to reopen, unless the coffin be separately entombed in an air-tight manner by properly cemented stone or brick-work, which should never be disturbed.

One body only to be buried in a grave unless bodies be those of members of the same family.

(*3*) One body only shall be buried in a grave at one time, unless the bodies be those of members of the same family.

Rules regarding reopening of graves.

(*4*) No non-masonry grave or masonry grave unprovided with the separate air-tight compartment prescribed in clause (2) shall be reopened within 14 years after the burial of a child under 12 years of age, or within 8 years after the burial of a child under 12 years of age, unless to bury another member of the same family, in which case a layer of earth not less than one foot thick shall be left undisturbed over the previously buried coffin. If on reopening the grave any soil is found to be offensive, such soil shall be left undisturbed.

Never to be less than 3 feet of earth between topmost coffin in a grave and the surface of the ground.

(*5*) There shall never be less than 3 feet of earth between the topmost coffin in a grave and the surface of the ground.

Erection and Repair of Monuments.

Monuments may be erected by any interested person.

Rule XIII.—Monuments may be erected by any interested person. The inscription before being cut, and the design when the monument is other than a simple headstone, must be first approved of as laid down in Rule V.

Rules regarding monuments.

Rule XIV.—When a grave is not of masonry throughout, the only monument ordinarily allowed over it is a simple cross or headstone on an adequate masonry foundation, not exceeding 3′ × 2′; and the whole structure must not stand higher than 3′ 6″ from the ground-level. But, with the permission of the officer in charge of the cemetery, a monument, such as may be erected over a masonry grave, may be placed over a non-masonry grave when adequate masonry foundations are provided on which the monument may rest.

Dimensions at base.

Rule XV.—No monument, of whatever material constructed, shall exceed 8′ × 4′ at the base without the previous sanction of the local government.

II.—Cemeteries and Ecclesiastical Fees—*contd.*

Rule XVI.—No monument of *masonry* shall stand higher than 3 feet from the ground-level. Monuments of masonry.

Rule XVII.—No cenotaph shall be more than 6 feet square at the base. Cenotaphs.

Rule XVIII.—The enclosure of ground round a grave must be by a metal railing, or by chains, or bars of metal supported on masonry or metal pillars. Wooden or masonry enclosures are not permitted. The previous sanction of the archdeacon, or, in his absence, of the bishop, is necessary to the enclosure of a non-masonry grave; and no such sanction will be given unless the same fees are paid as for the construction of a masonry grave. Enclosure of ground round graves.

Rule XIX.—The chaplain should communicate with the friends of the deceased when a monument needs repairing; or, when such communication is not possible, advertise three times in the *Gazette of India* and the gazette of the province; and if it falls into a ruinous condition, and no party will undertake to restore it, the ruined monument must be made level with the ground during the next repairs, and any slab it contained must be placed over the grave in simple masonry, or be inserted in the wall by the public works department. Repair of monuments.

NOTES.—(1) This rule does not apply to monuments of historical or archæological interest. Lists of such tombs should be obtained by local governments and administrations, and as many of them as may be properly preserved at the public expense should be looked after by the local public works department.

(2) The cost of the advertisements in the gazette is met by the government.

(3) In the Bombay presidency a person other than a British soldier or a non-commissioned officer desiring to erect a monument over a grave is required to pay into the treasury a sufficient sum of money to be invested in government securities, so that the interest on it will be sufficient to cover the cost of repairs annually. A British soldier or a non-commissioned officer is not compelled to make a deposit; but in the event of money for repairs not being forthcoming, Rule XIX is held to apply.

Rule XX.—All work connected with monuments must, as far as possible, be carried on outside the cemetery, and any undertaker not removing the débris of his work immediately upon its completion is liable to a fine of ₹5. Work to be carried on outside cemetery.

Inspection.

Rule XXI.—The cemetery should be inspected once in a half-year by the chaplain in company with the executive engineer, the plan and book kept under Rule X being also examined, and a report made to the archdeacon, and recorded in the ecclesiastical record-book of the station, and also in the engineer's office. Inspection by chaplain and executive engineer half-yearly.

Rule XXII.—(*1*) Commissioners of divisions should inspect cemeteries, whether closed or in use, within their respective jurisdictions, in the course of their annual tours, and should bring to the notice of the local government any instances of cemeteries which are negligently kept, or which the officers in charge may have allowed to fall into a state of bad repair or disorder. All cemeteries are equally subject to the visitation and supervision of the bishop and archdeacon. By commissioners of divisions.

II.—Cemeteries and Ecclesiastical Fees—*contd.*

By sanitary officers.

(*2*) Sanitary officers in cantonments are invited to inspect cemeteries within their respective cantonments, and to report to local governments any matter calling for notice.

Miscellaneous.

Camp burial grounds.

Rule XXIII.—It is the duty of officers commanding troops on the march, and in localities used as cholera camps, to report to the civil officer of the district the name, rank, corps, and date of decease of any British soldier or member of his family who may die *en route*, indicating the spot on and name of the encamping ground in which the deceased may be buried, in order that the ground may be properly enclosed and protected. In all encamping grounds a small portion of the right rear angle is to be marked off for a cemetery, should one become necessary. These graves and all scattered graves throughout the district are under the care of the local civil authorities.

Above rules do not apply to presidency cemeteries.

Rule XXIV.—The above rules do not apply to presidency cemteries, which are regulated by special rules.

(II) Rules regarding Fees in Cemeteries and Churches throughout India.

Rules regarding fees in cemeteries and churches throughout India.

Rule I.—The following are the rates of fees chargeable :—

	R	a.	p.
(1) For every square foot of ground occupied by a grave .	0	8	0
NOTE.—This fee is independent for the actual charge for making a grave.			
(2) For a masonry monument, per square foot . . .	1	0	0
(3) For a cut stone or marble monument, per square foot .	0	8	0
Provided that no fee under (2) or (3) shall be less than .	5	0	0
(4) Additional fee when a cut stone or marble monument stands higher than 3 feet from the ground-level .	16	0	0
(5) For a headstone or cross over a non-masonry grave .	5	0	0
(6) For a faculty for the erection of a monument in a church	75	0	0
NOTES.—(1) A tablet on the wall of a cemetery shall be regarded as a monument. (2) The term "stone or marble" does not include "slate." (3) The fee of R75 levied on a faculty is in all cases to be spent in charity.			
(7) For a cenotaph, in addition to the ground fee, a special fee of	50	0	0
(8) For burial in a family vault	3	0	0

Fees leviable over the whole cemetery.

Rule II.—Fees are leviable over the whole cemetery, including those portions which are used by Roman Catholics and Non-conformists.

(*1*) The same rules in regard to fees apply to all graves, whether of Roman Catholics, of Non-conformists, or members of the Established Church.

(*2*) Where a parcel of ground used for burial by a Christian community of any particular denomination other than the Established Church of England forms no part of the general

II.—Cemeteries and Ecclesiastical Fees—*contd.*

cemetery, but is separate from it, or where, although not so separate, it is clearly distinguishable, and was not originally acquired, and has not been kept up at the expense of the state, then, if the community by which the ground is used so desire, the government will give up all claim to fees, on the distinct understanding that it is divested of all responsibility for the maintenance of the cemetery in proper order. On the other hand, where such parcels of ground form part of a cemetery of the Established Church or the general Christian community, provided and maintained by the government, no distinction can be made as to keeping up any one part of the cemetery, nor should any exemption from fees be permitted.

Exemption from Fees in Government Cemeteries.

Exemption from fees in government cemeteries.

Rule III.—British soldiers and non-commissioned officers are exempted from the payment of any fee for the construction of graves, or for the erection of monuments in burial-grounds to the memory of their comrades, wives, or children, but not from the fees prescribed under Rule I (6) and (7).

The widows and children of British soldiers and non-commissioned officers are also exempted from payment of these fees in the case of their deceased husbands or parents. No monument, however, either regimental or private, is to exceed the dimensions prescribed in part I of these rules.

(*1*) This rule is applicable to British non-commissioned officers and soldiers, whether in military or civil employ.

(*2*) Monuments erected under this rule, subscribed for partly by non-commissioned officers and men and partly by officers, are likewise exempted from the prescribed fee.

(*3*) Warrant officers and volunteers are not exempted from payment of ecclesiastical fees.

Chunar pensioners considered soldiers.

Rule IV.—The Chunar pensioners, being more or less under military control, come under the category of soldiers, and are therefore entitled to the same exemptions as soldiers. But this ruling does not apply to other pensioners who are not similarly under military control.

Chaplain may remit fees.

Rule V.—The chaplain may at his discretion reduce, or altogether remit, in cases of extreme poverty, the fee leviable on the construction of masonry graves, but not for the erection of monuments.

NOTE.—The bishop on special occasions may sanction a reduction or remission of fee for the erection of monuments.

Fees by whom to be collected.

Fees by whom to be collected.

Rule VI.—In those stations in which a mason has been appointed, who alone is allowed to work within the cemetery, he is required, in

exchange for the monopoly, to collect the fees on monuments and masonry graves, and pay them to the chaplain; and any person ordering the construction of a masonry grave or monument by a mason or undertaker other than the person appointed by the chaplain must pay the fees in advance.

NOTE.—Fees on masonry graves and monuments constructed by the appointed mason or undertaker need not be paid in advance, but in case of failure of payment their recovery must be entrusted by the chaplain to the magistrate or deputy commissioner, as the case may be.

Fees to whom to be paid.

Fees to whom to be paid.

Rule VII.—The fees prescribed in Rule I should be paid to the chaplain, or, in the absence of the chaplain, to the officer in charge of the burial ground, and remitted at once to the civil treasury, except fees for monuments in churches, which should be paid over by the chaplain to the charitable object to which the bishop assigns them when his faculty is issued.

Cemetery Receipts and Charges.

Cemetery receipts and charges.

Rule VIII.—All cemetery receipts and charges are to be regulated as laid down in para. 4 of Home Department Resolution No. 6—370-82, dated 9th November 1876.

Miscellaneous.

Purchase of portion of government cemeteries not allowed.

Rule IX.—(*1*) A person may not purchase a portion of a government cemetery as a burial place for himself and his family, so as to have a right to fence it with a rail or fence, and thus make it the private property of himself and family. But when such rights already exist, they are not without reason to be interfered with, and special cases, as they arise, may require exceptional treatment. And in such cases the archdeacon may exercise his discretion with the sanction of the local government.

Private rights cease when cemetery is closed.

(*2*) All private rights must, however, cease if for sanitary or other public reasons the cemetery is closed against burials, or even that portion of it in which the private ground is situated; but in special cases the archdeacon may exercise his discretion of giving permission to open a vault or masonry grave.

Opening of graves.

(*3*) No kutcha grave can be opened in any cemetery for the purpose of converting it into a masonry grave without application to the archdeacon, which must be accompanied by a certificate from the principal medical officer that this may be done without risk to public health.

Cemetery granted to a railway company.

Rule X.—(*1*) When a piece of ground is granted by government as a cemetery for the interment of its own servants to a railway company which afterwards keeps it in repair and provides the necessary establishment, so that, beyond the original grant of ground, government is at no expense, the collection and application of fees accruing is left to the decision of the railway company which maintains the cemetery in good order and repair.

II.—Cemeteries and Ecclesiastical Fees—*concld.*

(2) The commissioner, or district or judicial officer, and in military stations the officer commanding should inspect cemeteries and report to government if they find them negligently kept. To be reported on by district officers, or officer commanding.

(III) Other Ecclesiastical Fees.

Rule I.—No fees are charged for the performance of the rite of baptism or burial, or for the registration of the performance of these offices. No fees charged for rite of baptism or burial.

Rule II.—In addition to the fee for the surrogate's license, a fee of R10 is charged on all marriages by license, except the marriages of officers and others in the military or naval service of Her Majesty. Fees on marriages.

Rule III.—The fee for a surrogate's license is R50, both at the presidency towns and in the interior. No fee is charged on marriages by banns. Fee or surrogate's license. None on marriage by banns.

Rule IV.—When registers are searched and a copy of any entry given, a fee of one rupee is charged for the first year,* and four annas for every additional year over which the search may extend; as well as a fee of one rupee for the certificate. Soldiers, sailors, and non-commissioned and petty officers are exempted from payment. Fee for search of registers.

Notes.—(1) The amount of fees payable for marriages performed, and for searching registers kept in accordance with the provisions of Act XV of 1872 (The Indian Christian Marriage Act), is fixed by each local government.

(2) The chaplain may at his discretion reduce or altogether remit in cases of extreme poverty the fee for searching registers.

* The first year is taken to mean any one year indicated by the applicant.

SECTION XXVII—CIVIL AND POLITICAL AUTHORITIES.

I.—Duties in aid of the Civil Power.
II.—Suits in Civil Courts.
III.—Cantonment Magistrates.
IV.—Examinations for Civil and Political employ.

I.—Duties in aid of the Civil Power.

Cordiality between military and civil authorities.

2845. The authority with which military officers are invested must never be exerted in competition with, or opposition to, that of the civil power. Should limits of authority become the subject of dispute between civil and military officers, the government is alone competent to decide the question at issue.

Military officers not exempt from civil jurisdiction.

2846. Residence within the limits of a military cantonment or station does not exempt any officer or soldier, British or native, from the jurisdiction of the competent civil or criminal courts, nor from being apprehended by the officers of those courts.

Interference with civil authority prohibited.

2847. Interference with the civil power is prohibited; violence or obstruction offered to any functionary of the civil courts, when in the execution of his duty, will entail the severest consequences on the individual concerned.

Writs and warrants to be complied with by military authorities.

2848. Applications from the civil authorities to commanding officers for assistance in the execution of any civil or criminal process against an officer, soldier, or camp follower, under their command, are to be complied with, without reference to any supposed informality in the writ, warrant, or decree, the responsibility of which rests with the court from which it is issued. Should they deem it necessary, however, they are at liberty, after furnishing the required aid, to report the circumstance, through the regular channel, for the information of the commander-in-chief.

Procedure in delivery of summons.

2849. When the defendant is in the service of the government, the court may transmit a copy of the summons to the head officer of the office in which the defendant is employed, for the purpose of being served on him, if it appears to the court that the summons may be most conveniently so served. If the defendant be an officer or soldier, the court will transmit a copy of the summons to the commanding officer of the corps to which the defendant belongs, for the purpose of being served on him. The officer to whom the summons is transmitted, after causing the summons to be served on the person to whom it is addressed, will, if practicable, return it to the court with the written acknowledgment of such person endorsed thereon. If from any cause the summons cannot be served upon the person to whom it is addressed, it must be returned to the court by which it was transmitted, with information of the cause which prevented the service. In such case the court is to adopt such other means of serving the summons as it may deem proper.

I.—Duties in aid of the Civil Power—*contd.*

Execution of decrees, &c., in military cantonments.

2850. If, in execution of a decree, a warrant of arrest or other process is to be enforced within the limits of a garrison, cantonment, military station, or military bazar, the officer entrusted with the execution of such warrant or other process shall carry the same to the commanding officer, or, in his absence, to the senior officer actually present in the garrison, cantonment, station, or military bazar; and the commanding officer, or such senior officer, upon such warrant or other process being produced to him, shall endorse the same with his signature, and in the case of warrant of arrest shall cause the person named in the warrant to be arrested, if within the limits of his command, and delivered, according to the exigency of the warrant, to the civil officer charged with the execution thereof.

2851. Warrants of arrest or other process issued by a civil court, produced under section 295 of Act VIII of 1859, should not be endorsed in cases in which the arrest of any person, or seizure or attachment of any goods under such warrant or other process, is expressly prohibited under the Indian Articles of War.

Cantonment police officers to carry out a process sent by commanding officer.

2852. The commanding officer of a cantonment may send any process requiring service or execution by any means not immediately at his disposal, to the chief police officer in the cantonment for service or execution through the cantonment police, and it is the duty of the said chief police officer to serve or execute such process in the same manner as if it had been issued by the cantonment magistrate, and subject to the same rules.

Military aid to be granted whenever required.

2853. Commanding officers are not to exercise any discretion in granting or withholding military aid, which may be officially applied for by the civil or political authorities of their districts, for the maintenance of the peace, or for any other emergency; but are immediately to furnish the same, determining the nature and strength of the force which should be employed from a consideration of the duty to be performed, the strength and resources of the party against whom the troops are to act, and all known obstacles to be encountered,—points on which the civil authority making the application is required to inform the commanding officer as fully and circumstantially as may be practicable.

Civil officers to apply for aid from military authorities.

2854. The civil officer is vested with authority to call upon the military commander for the services of the troops under his command, whenever, in the judgment of such civil officer, the public interests of the government may require such a measure; and it is the absolute duty of the military officer to whom such requisition is addressed, whoever and whatever he may be, forthwith to comply with the same. It is not competent for him to enter into any discussion upon the merits of the measure proposed, or to take any cognizance whatever of its policy, justice, or necessity.

Responsibility of calling out troops rests with civil officers.

2855. It is for the civil officer, and him alone, to judge of the policy, the justice, or the necessity of the measure. For these he alone is responsible to the government he serves; and he is not called upon in duty

I.—Duties in aid of the Civil Power—*contd.*

either to justify his conclusions or to communicate his reasons to the military officer to whom he may address the requisition for troops. Although such manifestations of confidence and cordiality are always to be desired, he is only required by his strict duty to state distinctly (in writing) the service he desires to see performed and the necessity of troops for the purpose, and to afford such further information as may be necessary to enable the officer in command efficiently to perform the service he is called upon to execute.

Military officers responsible for formation of force, &c.

2856. The civil or political officer is not authorised to interfere in any way with the formation or details of the force, the military officer being held responsible for the success of the operations to be undertaken; and it is for the latter, and for him alone, to judge in what manner the troops can effect the object which the civil officer has indicated, and to direct the force in the execution of the service in which it is engaged.

Assistance to be refused if force is inadequate.

2857. If, however, the military officer should consider his force inadequate for the performance of the service required, or the service itself impracticable on purely military grounds, it would be competent to him to decline to accede to the requisition. But in so doing he must be prepared to justify his refusal to the satisfaction of the government he serves and whose interests are affected by his acts.

Dispersion of unlawful assemblies.

2858. The following extract from Act X of 1882, regulating the procedure of the courts of criminal judicature, is inserted for the information and guidance of commanding officers when called upon to act with troops in aid of the civil power:—

PART IV.

CHAPTER IX.

Unlawful Assemblies.

127. Any magistrate or officer in charge of a police station may command any unlawful assembly, or any assembly of five or more persons likely to cause a disturbance of the public peace, to disperse; and it shall thereupon be the duty of the members of such assembly to disperse accordingly.

This section applies to the police in the towns of Calcutta and Bombay.

128. If, upon being so commanded, any such assembly does not disperse, or if without being so commanded it conducts itself in such a manner as to show a determination not to disperse, any magistrate or officer in charge of a police station, whether within or without the presidency towns, may proceed to disperse such assembly by force, and may require the assistance of any male person, not being an officer or soldier in Her Majesty's Army, or a volunteer enrolled under the Indian Volunteers Act, 1869, and acting as such, for the purpose of dispersing such assembly, and, if necessary, arresting and confining the persons who form part of it, in order to disperse such assembly, or that they may be punished according to law.

129. If any such assembly cannot be otherwise dispersed, and if it is necessary for the public security that it should be dispersed, the magistrate of the highest rank who is present may cause it to be dispersed by military force.

130. When a magistrate determines to disperse any such assembly by military force, he may require any commissioned or non-commissioned officer in command of any soldiers in Her Majesty's Army or of any Volunteers enrolled under the Indian Volunteers Act, 1869, to disperse such assembly by military force, and to arrest and

confine such persons forming part of it as the magistrate may direct, or as it may be necessary to arrest and confine in order to disperse the assembly or to have them punished according to law. Every such officer shall obey such requisition in such manner as he thinks fit; and in so doing, he shall use as little force, and do as little injury to person and property, as may be consistent with dispersing the assembly and arresting and detaining such persons.

131. When the public security is manifestly endangered by any such assembly, and when no magistrate can be communicated with, any commissioned officer of Her Majesty's Army, may disperse such assembly by military force, and may arrest and confine any persons forming part of it, in order to disperse such assembly or that they may be punished according to law; but if, while he is acting under this section, it becomes practicable for him to communicate with a magistrate, he shall do so, and shall thenceforward obey the instructions of the magistrate as to whether he shall or shall not continue such action.

132. No prosecution against any magistrate, military officer, police officer, soldier or volunteer for any act purporting to be done under this chapter shall be instituted in any Criminal Court, except with the sanction of the Governor General in Council; and

(*a*) no magistrate or police officer acting under this chapter in good faith,
(*b*) no officer acting under section 131 in good faith,
(*c*) no person doing any act in good faith in compliance with a requisition under section 128 or section 130, and
(*d*) no inferior officer, or soldier or volunteer, doing any act in obedience to any order which under military law he was bound to obey,

shall be deemed to have thereby committed an offence.

Calling out of troops to be reported.

2859. When troops are called out in aid of the civil power, the officer commanding at the station is immediately to report the same by telegraph to the adjutant-general for the information of the commander-in-chief; and is to forward a duplicate report by telegraph to the quartermaster-general. The officer commanding the party will report to the adjutant-general daily, in writing, as well as to the officer commanding the station from which he has been detached, the progress or completion of the service on which he is employed. An immediate notification of every movement of the troops is also to be made to the quartermaster-general.

Instructions for troops acting in aid of civil power.

2860. The orders contained in part IV, section VIII, Queen's Regulations and Orders for the Army, relating to duties in aid of the civil power, are applicable to the European as well as to the native troops employed on such duties.

II.—Suits in Civil Courts.

Suits of persons in the service of government, officers of the army or soldiers in civil courts.

2861. All suits in civil courts for the prosecution or defence of which persons in the service of government, officers of the army or soldiers, have obtained leave of absence, shall be disposed of by such courts as soon as they are ripe for hearing, irrespectively of the order in which they may stand in the register, and as speedily as may be consistent with the due administration of justice.

Extension of leave to be granted by civil officer.

2862. If a case cannot be brought to a decision previous to the expiration of the leave of absence, the civil officer before whom the suit may be depending is vested with a discretionary power to grant such

extension to the native officer or soldier as may admit of an official reference being made to the commanding officer of his corps, to ascertain whether the leave can be prolonged for any further specific period.

Commanding officer to inform civil officers of leave granted.

2863. Whenever a native officer or soldier may obtain leave of absence for the purpose of instituting or defending a civil suit, he may be furnished by his commanding officer with an official letter addressed to the civil officer of the court in which the suit is to be tried, stating the extent of leave and purpose for which it has been granted. The letter should not give cover to any petition or statement in explanation of the merits or circumstances in question, and it must be presented in person.

Authority for delegating the power of conducting a case in court.

2864. In every case when a native officer or soldier may not be able to obtain leave of absence, he may authorise any member of his family or any other person to commence, conduct, and manage the suit or the defence, as the case may be, in his stead. The authorisation may be in the following form on unstamped paper:—

Whereas I (name), inhabitant of village, ——— pergunnah ———, in the district of ———, son of ———, of the caste of ———, at present (rank) in ——— company, ——— regiment ———, stationed at ———, having occasion to institute (or defend) an action for (nature and object of suit and name of adverse party), do hereby nominate and appoint (name, residence, caste and relationship, if any) to be my attorney, and I bind myself to abide by whatever he, the said attorney, may do in my behalf in the prosecution (or defence) of the said suit. The said attorney will either prosecute (or defend) the suit in person, or will appoint one or more of the authorised vakeels of the court to prosecute (or defend) the same, under the instructions of the said attorney, as he may think proper. In the event of an appeal being preferred from the judgment passed in the suit, the said attorney is hereby further empowered to act for me on the appeal in like manner as on the original suit.

Disposal of powers of attorney.

2865. The authority is to be in writing, and is to be signed by the officer or soldier in the presence of his commanding officer, who will countersign the same and forward it to be filed in the court where the case is to be tried. When so filed, the countersignature of the commanding officer will be sufficient proof that the authority was duly executed, and that the officer or soldier by whom it was granted could not obtain leave of absence for the purpose of prosecuting or defending the suit in person.

Authorised person may appoint a pleader.

2866. Any person who may be authorised by an officer or soldier to prosecute or defend a suit in his stead is competent to prosecute or defend it in person in the same manner as the officer or soldier could do if present; or he may appoint a pleader of the court to prosecute or defend the suit on behalf of such officer or soldier. And all notices or processes relative to the suit which may be served upon any person who is so authorised by an officer or soldier, or upon any pleader who may be appointed by such person to act for or on behalf of such officer or soldier,

are as effectual for all purposes relative to the suit as if the same had been served on the party in person or on a pleader appointed by him.

Foregoing paragraphs applicable to officers and soldiers not able to obtain leave of absence.

2867. The foregoing three paragraphs are, with slight variations, for which section 465 of the Civil Procedure Code may be referred to, applicable to the case of any British officer or soldier actually serving the government in any military capacity, who may be a party to a suit and cannot obtain leave of absence for the purpose of prosecuting or defending the suit in person.

Notice to be sent of suits against native soldiers.

2868. Whenever a suit is instituted in any court against a native officer or soldier, a copy of the summons is to be forwarded to the commanding officer, to be dealt with as required by para. 2850, and in the event of authority being granted for another person to conduct the defence, such authority is to be appended to the copy of the summons returned to the court.

Commanding officers to acknowledge notifications.

2869. Commanding officers are to promptly acknowledge the receipt of all notifications from civil officers regarding cases in court, and to specify the date on which they were communicated to the parties concerned, or the circumstances which may have rendered such communication impracticable.

Disposal of petitions from native soldiers.

2870. Commanding officers should forward, under their countersignature, to the civil officer concerned, all petitions from native officers and soldiers under their command regarding claims to land or other matters, abstaining, when so doing, from entering in any way into the merits of the case; it being left to the civil officer to pass such orders as he may consider necessary, either for the disposal of the petition, or in directing the petitioner to prosecute his claim like any other complainant.

Correspondence on judgments, &c., prohibited.

2871. Correspondence with the civil authorities regarding the merits of any judgment order passed by them in the discharge of their official duty is prohibited.

III.—Cantonment Magistrates.

Appointment of cantonment magistrates.

2872. Officers holding the office of cantonment magistrate are appointed by the local government. Except in cases of absolute necessity, they are not to be employed on military duties, or on any duties foreign to their situations.

General duties and position of cantonment magistrates.

2873. The duties of cantonment magistrates, their powers over the different parts of the station, lines, and regimental bazars, whether in a magisterial capacity, or as the secretary to the cantonment committee, and their relative position with regard to commanding and other officers, are laid down in Bengal Act XXII of 1864, Madras Act I of 1866, and Bombay Act III of 1867, in which provisions are made for the administration of military cantonments.

Channel of correspondence.

2874. Cantonment magistrates correspond regarding leave, or on matters connected with their appointments, through the local, civil, or

political authority, as the case may be, but with the knowledge and consent of the chief military authority in cantonments, by whom their applications for leave are to be countersigned. Communications between cantonment magistrates and the commanding officers of their respective stations take place direct, and not through the medium of a staff officer.

Attendance at cantonment magistrate's court.

2875. When the attendance of officers or soldiers may be necessary, the cantonment magistrate will apply to the commanding officer of the corps or detachment, from whom immediate compliance is required; but such application is not necessary in the cases of camp followers, residents of bazars, and domestic servants.

Appeals against decisions of cantonment magistrates.

2876. Appeals against the cantonment magistrate's proceedings or decisions must be made exclusively to the sessions judge, or to the commissioner or deputy commissioner of the division or district, as the case may be, whether the cases come under his jurisdiction in ordinary course, or are made over to him by competent authority.

Reports of guards.

2877. Bazar guards are to make reports to the cantonment magistrate, and to obey his orders in aid of the police; being garrison guards under the orders of the officer commanding the station, they should make their reports to the field officer of the day or staff officer of the station, irrespective of the reports required to be made to the cantonment magistrate.

IV.—Examinations for Civil and Political employ.

(*a*) *Civil employ.*

Holding of examinations.

2878. Examinations will be held half-yearly, in October and April of each year. A candidate may appear at the first examination held after the expiration of the first six months of his probation, and, if he fail to pass, must again appear at the next examination six months later. A candidate failing to pass at the first examination held after the expiration of his year of probation will be remanded to his regiment.

Date and place of examination.

2879. The head of the administration will, not less than a month in advance, fix the exact date on which, and the place where, the examinations will be held: he will also, a fortnight before the date fixed for the examination, appoint a committee to frame the questions, conduct the examination, and determine the marks obtained by each candidate.

Tests for civil employ.

2880. The subjects and books for the examination of candidates for employment in the civil administration of the non-regulation provinces, or as cantonment magistrates, are as follows:—

Indian History—The last edition of Marshman's History of India.
Political Economy—Fawcett's Manual of Political Economy.
Jurisprudence—Bentham's Theory of Legislation.

Further examinations for civil employ.

2881. Every officer in civil employment will, in addition to the above examination, and notwithstanding his appointment to the staff corps,

IV.—Examinations for Civil and Political employ—*concld.*

be required to undergo the local and departmental examinations prescribed for covenanted civil servants in the province in which he is serving.

(*b*) *Political employ.*

2882. The rules regarding the admission to, and the retention of appointments in, the political department, are contained in the *Gazette of India*, dated Simla, 7th July 1883, pages 281—284.

Rules regarding the admission to, and retention of appointments in, the political department.

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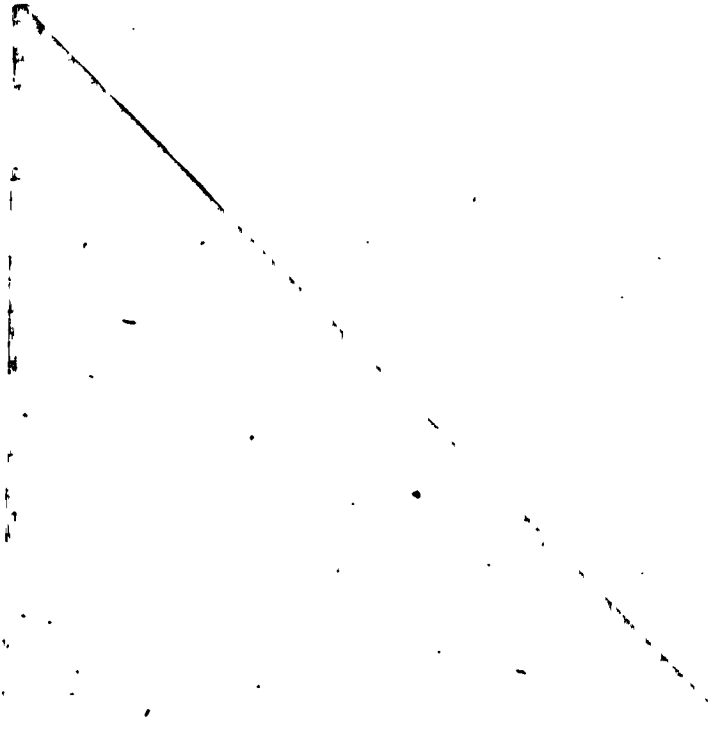

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